

# BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

## PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair  
Dave Kaster, Vice Chair  
Dave Landwehr, Norbert Dantine, Tom Sieber

### **PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Monday, March 23, 2015  
Approx. 6:15 p.m. (or to follow Land Con)  
Room 161, UW Extension  
1150 Bellevue Street**

### **NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
  - II. Approve/Modify Agenda.
  - III. Approve/Modify Minutes of February 23, 2015.
  - IV. Approve/Modify Minutes of March 18, 2015 Special Meeting.
1. Review minutes of:
    - a. Planning Commission Board of Directors (January 7, 2015).

### **Comments from the Public**

### **Communications**

2. Communication from Supervisor Hoyer re: Assessment of outdoor coal piles on the western shore of the Fox River as a health risk and a source of airborne pollutants, as well as proposals for remediation and elimination of the health consequences on our citizenry.

### **Date Change**

3. Discussion regarding change of date for regular May, 2015 Planning, Development and Transportation meeting as this meeting falls on Memorial Day.

### **Register of Deeds**

4. Budget Status Financial Report, December, 2014 (unaudited).

### **Planning and Land Services**

**Land Information** – No agenda items.

### **Planning Commission**

5. Budget Status Financial Report, December, 2014 (unaudited).
6. Update re: Development of the Brown County Farm property – *standing item*.

### **Property Listing**

7. Budget Status Financial Report, December, 2014 (unaudited).

### **Zoning**

8. Budget Status Financial Report, December, 2014 (unaudited).

### **Port & Resource Recovery**

9. HHW Out-of-County Memorandum of Understandings – Request for Approval.
  - a. Winnebago County
  - b. Outagamie County
  - c. Calumet County
10. Director's Report.

### **Airport**

11. Recommendation and Approval of RFP re: Parking Access and Revenue Control System Parking Lot, Project 1940.
12. Budget Status Financial Report, December, 2014 (unaudited).
13. 2014 Annual Report.
14. Departmental Openings Summary.
15. Overtime Report in Excess of 12 Hours (to be distributed at meeting).
16. Director's Report.

### **Public Works**

17. Budget Adjustment Request (15-13): Reallocation between two or more departments, regardless of amount.
18. Summary of Operations.
19. Set Time for April Towns Meeting.
20. Director's Report.

### **UW-Extension**

21. Budget Status Financial Report, December, 2014 (unaudited).
22. Departmental Openings Summary.
23. Resolution re: Change in Table of Organization for U.W. Extension – Agriculture Student Assistant LTE.
24. Director's Report.

### **Resolutions**

25. Resolution re: Change in Table of Organization for the Land and Water Conservation Department (Agronomist Technician).
26. Initial Resolution re: Authorizing the Issuance of Not to Exceed \$7,575,000 General Obligation Corporate Purpose Bonds of Brown County, Wisconsin in One or More Series at One or More Times.

### **Other**

27. Audit of bills.
28. Such other matters as authorized by law.
29. Adjourn.

Bernie Erickson, Chair

### **Attachments**

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY  
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, February 23, 2015 in Room 161, UW Extension, 1150 Bellevue Street, Green Bay, WI

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**Present:** Chair Bernie Erickson, Supervisor Tom Sieber, Supervisor Norbert Dantine,  
Supervisor Dave Kaster, Supervisor Dave Landwehr

**Also Present:**

Tom Miller (Airport Director)  
Paul Fontecchio (Public Works –  
Engineering Manager)  
Jeff Oudeans (Public Works – Facilities)  
Mark Walter (Resource Recovery)  
Chad Doverspike (Resource Recovery)  
Paul VanNoie (Public Works Director)

Chuck Lamine (Planning Director)  
Bill Bosiacki (Zoning Administrator)  
Jeff DuMaz (Planning – GIS)  
Chad Weininger (Director of Admin)  
Troy Streckenbach (County Executive)  
And other interested parties.

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**I. Call Meeting to Order.**

Meeting was called to order by Supervisor Bernie Erickson at 6:05 p.m.

**II. Approve/Modify Agenda.**

Supervisor Erickson suggested that the agenda be amended so that item 3 (Airport Report) would occur at the time that Airport Director Tom Miller arrived at the meeting. Other supervisors agreed.

**Motion made by Supervisor Dantine, Seconded by Supervisor Kaster to approve the modified agenda with item 3 to occur when the presenter arrives or at the end whichever should come first. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**III. Approve/Modify Minutes of January 26, 2015.**

**Motion made by Supervisor Landwehr, Seconded by Supervisor Sieber to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**1. Review minutes of:**

- a. Harbor Commission (January 12, 2015).

**Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

- b. Solid Waste Board (January 19, 2015).

**Motion made by Supervisor Dantine, Seconded by Supervisor Landwehr to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**Comments from the Public**

*None*

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### **Communications**

2. **Communication from Larry Adams re: Request that the Brown County Planning, Development & Transportation Committee pursue obtaining the installation of additional guard rails with the Wisconsin DOT on the FF and Hillcrest Road round-a-bout where traffic accesses Highway 29 East.**

Larry Adams was not present for discussion. Paul Fontecchio from the County Highway Department spoke on the issue. Fontecchio said that he was in contact with Daniel Segerstrom from the state DOT on in the issue and provided an email correspondence hand-out to the committee members. Segerstrom told Fontecchio that since another gentleman had complained about the area the DOT took a second look at it, and concluded that the current ramp design meets current standards. Fontecchio said the ramp is very steep, but that it does meet standards and so believes that nothing is going to happen there. The other critical issue is that the county has no say as this is a DOT ramp. Fontecchio emphasized that the DOT has already looked at this, it meets their standards, and they aren't going to do anything.

Supervisor Erickson commented that this is in Supervisor Landwehr's district. Supervisor Landwehr commented that technically it isn't but it's in the borderland. Supervisor Erickson commented that the ramp in question is a pretty good drop off; it doesn't just fall off the road. If somebody was to go off the road, you'd just need a tow truck to pull a person back up. Fontecchio interjected that this is the difference the DOT was trying to make between the recoverable and unrecoverable slopes. It's a matter of speed coming out of the round-a-bout, and the beam guard does start once a person would get up to speed.

Supervisor Erickson said that he personally drove the thing. He commented that if a person is driving so fast that they are going to go off, a person would hit the guard rail and flip their car. Supervisor Erickson said he is comfortable with the current design and setup.

Supervisor Erickson asked County Board staff to forward a copy of the email correspondence handout to Larry Adams as well as a copy of the minutes once completed so that Mr. Adams can see the record.

**Motion made by Supervisor Dantine, Seconded by Supervisor Kaster to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

### **Airport**

3. **2014 to 2015 Carryover Funds.**

*Although shown in proper format here, the airport report was taken after agenda item 5.*

Tom Miller (Airport Director) presented, and reported that the airport ordered a snowplow, but it was delayed in delivery, so they are carrying the rest of the money forward. The manufacturer is swamped with orders.

**Motion made by Supervisor Dantine, Seconded by Supervisor Landwehr to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

### **Register of Deeds**

4. **Departmental Openings Summary, February, 2015.**

*No Action(s) Taken*

## **Planning and Land Services Land Information**

### **5. Land Information Office GIS Update.**

Jeff DuMaz presented. DuMaz gave a quick update the department has been developing online. He said they have been working on the service over the last 8-10 years, but have recently begun putting more and more online because of demand. The county has lots of customers from a variety of backgrounds that use this system. To get to the GIS site, a person should go to the Brown County homepage and there is a link in the bottom right hand box. DuMaz gave demonstrations of several of the land mapping systems that are available to the public. He highlighted the property search that shows most basic land records. It's an all clickable parcel based map that also shows flood plains and wetlands. During the week the property search site receives over 600 visits a day.

While the base map is basically for land, the department has a new feature that has greater detail. One of the new maps is the Survey, Index, and Tie Sheet viewer. Pat Ford really got this started. The viewer now has over 30,000 surveys indexed to it. A person can search by address. Some of the surveys bring up information that links to the Register of Deeds site while many simply go right to a pdf. The City of Green Bay is not yet complete; once that is done the viewer will hold 40,000-50,000 surveys. The nice thing is that the viewer has a GPS component, so a surveyor or anyone can use a smartphone.

DuMaz went on to highlight several other map viewers. He mentioned that the County Treasurer is using the system to look at the tax deed properties. Mary Reinhardt commented to DuMaz that this really helped sell properties and consumers liked the system.

Supervisor Erickson asked about a property on 5<sup>th</sup> Ave in Green Bay. DuMaz said that he wasn't sure if he had it as they were expecting a new round of maps from the County Treasurer before Reinhardt left. Supervisor Erickson says that he'll look it up later.

DuMaz continued that the county planning department got together with the municipalities and talked about the municipal business parks. The county helped to lay out business parks on GIS maps, and also provided helpful information such as contact information to help with business recruitment. At the time the planning department was building these maps, they had ambitious interns. The interns, in addition to general information, added local demographics on each business park. DuMaz showed the I43 business park as an example. These maps will also work on a mobile device.

County Executive Troy Streckenbach asked Jeff to show the airport area. Streckenbach gave a short presentation on what the planning department was able to accomplish for the county around the airport and the areas surrounding the airport.

DuMaz said that there are lots and lots of ways to use the GIS technology, and it is relatively inexpensive to create the website maps. The software (ESRI) has been coming out with new products that the county gets access to as part of their contract and they've been putting them to good use.

Supervisor Erickson suggested the port be mapped. DuMaz said that they have already been working with the port on some remediation maps. Supervisor Erickson said that he was thinking more about the different properties out there that could be made available for sale.

DuMaz said that much of the detail in the maps is done by ambitious interns and not county staff. He showed the Heritage Trail and N.E.W Zoo. The planning department has turned the map over to the zoo, so they can enhance the exhibit maps with pictures. DuMaz said that the zoo map and the survey index are the two most popular.

Streckenbach talked about cultural institutions and the “learn, live, and play” idea. He said that this is a great example of the marriage of culture and technology.

Supervisor Kaster asked how old the maps are on the GIS. DuMaz said about 2013, so the county will need to update them.

Planning Director Chuck Lamine presented next. He said that the department has an open position in GIS. Thanked the county board for leaving vacant position in place and is hoping that additional funding for the position will come back in place.

Lamine talked about the parks department and how they are using it to identify buildings and facilities. Lamine went on to say that DuMaz recently gave a presentation at the WIAA conference, and he had a standing room only crowd.

Supervisor Erickson thanked Lamine.

*No action taken*

#### **Planning Commission**

##### **6. Update regarding development of the Brown County Farm property – standing item.**

Chuck Lamine presented. He showed pictures from Tom Sieber’s district Cardinal Capital project. He saw steam coming out when he drove by so he thinks it’s being heated. Lamine said the builders are working on the inside throughout the winter. The barn is demolished and came in under cost. The big mound is also gone. The planning commission has issued payment from the proceeds of the sale of the barn demolition. Cardinal owned half that property and they will be reimbursing the county for their half of the demolition. In the spring, construction still needs to occur on the top soil. With seeding they expect another \$10,000 worth of work left on site. Lamine will be sending Cardinal the 1<sup>st</sup> bill which is approximately \$18,000.

Next, Lamine talked about the research park. The governor’s proposed budget has had a chilling effect on the university system in regards to the research park, but they remain an important partner. Lamine said the commission will be looking for public/private partnerships on the property. He would like to see a business accelerator building. Lamine referenced a seminar from a year ago, saying that this is a long term project.

Supervisor Erickson asked about the Cardinal project, and requested that in a couple months, possibly May, that they have an open house for the committee and county board to take peak at their progress. Lamine felt that they would be very willing to do that.

Supervisor Dantine asked about the block grant for siding and asked if other counties can apply for a loan, specifically Kewaunee. Lamine said yes Kewaunee can apply. Supervisor Dantine said he had two people from the Luxumburg-Casco area apply to the state and the state told them that the program was no longer being funded. Lamine said that Brown County is being allowed to do those emergency projects, but listed certain cities that can’t apply in the ten county region.

**Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to receive and place on file.  
Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**Property Listing** – No agenda items.

*No action(s) taken*

**Zoning**

**7. Private Onsite Waste Treatment System (P.O.W.T.S.) Program Update.**

Zoning Administrator Bill Bosiacki presented. He provided two large maps to the committee (Attached). One map shows the approximate 11,000 systems in the county and the other shows systems left to do. Bosiacki talked about the POWTS program and how Brown County is attempting to comply with the 2016 deadline. There are 1,902 systems left that have to come into compliance meaning they will need to come into the three year maintenance program. Lamine said that in 2013 his department sent out 800 notices to systems they identified as having old permits. Of the 800 notices, only 437 have reported back since 2013. They still need 363 by the end of 2015. Bosiacki wanted to make the committee aware that the zoning department will be sending out another round of notices this spring since this is the last year they can get it done. Supervisor Erickson asked what happens if a system doesn't get inspected. Bosiacki said if they refuse, they will send another request, if they still refuse still they will refer to corporation counsel.

Supervisor Kaster asked about what the 'M' and 'C' symbols on the maps represent. Bosiacki explained that the letters represent the type of system that is out there. 'M's are above ground mound systems, 'C's are the old conventional in-ground systems, 'A's are at land grades and 'H's are holding tanks.

Supervisor Landwehr asked about holding tanks right in the middle of the city and along the river. Bosiacki said that when they built the sewer they just stopped for an unknown reason. Supervisor Landwehr asked if those systems were being monitored. Bosiacki said that they are reporting every six months.

Bosiacki wanted to talk about the Wisconsin Fund. It was proposed in Governor Walker's budget to eliminate the program. Brown County currently has thirteen applications pending; it has been a good program for Brown County. It has returned to the county about 2 million dollars over the years. About \$75,000 per year gets cycled back into the economy. The program helps people defer costs. Bosiacki asked the committee if the program ultimately gets eliminated, should the county refund the \$100 application fee to the thirteen applicants.

Supervisor Landwehr said we should wait to see what happens first. Supervisor Dantine said they shouldn't pay for something they can't get.

**Motion made by Supervisor Sieber, Seconded by Dantine to receive and place on file. Vote Taken.**  
**MOTION CARRIED UNANIMOUSLY.**

**Port & Resource Recovery**

**8. 2014 to 2015 Carryover Funds.**

Chad Doverspike presented. The funds are for \$43,600 to complete the resource recovery fund projects that they have been working on since last fall. The project has taken longer than expected.

**Motion made by Supervisor Sieber, Seconded by Supervisor Landwehr to approve. Vote Taken.**  
**MOTION CARRIED UNANIMOUSLY**

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9. **2014 Resource Recovery Annual Report.**

Resource Recovery Facility Manager Chad Doverspike went over the annual report included in agenda packet. Several highlighted items were:

- Page 4 shows annual tonnages for 2014
- Page 6 highlighted Goals and Accomplishments of 2014
- Page 9 showed the planned Goals for 2014
- Page 10 provided a graph of the 2014 Financial Highlights

Supervisor Kaster asked if the cost of recyclables is going up. Doverspike said that the price is currently falling. Mark Walter added that the plastics market has fallen out. Supervisor Kaster asked if he meant the market was saturated. Walter said no and that it was rather that the Asian market is huge and it's bottoming out. They are developing their own internal sources of plastic and so are recycling more in China. The demand is therefore lower, and Brown County has a surplus supply. He added that the cost petroleum has decreased and therefore the cost to make plastics new has decreased. Brown County's plastics cost has gone from \$900 to approximately \$400.

Walter went on to say that the steel market is dropping out as well. It decreased by \$100/ton just in the last month. The drop is due to the import of Brazilian steel.

Supervisor Kaster asked about the graphic on page 2 showing the BOW Expanded Recycling Service Area that includes places in Michigan and Minnesota. Doverspike responded that BOW accepts material from North Country Disposal who used to come to Brown County and a company that comes from Minnesota. Walter commented that the Tri-County facility is the 3<sup>rd</sup> or 4<sup>th</sup> largest publically owned facility in the country and it's very efficient. Supervisor Kaster asked if these long range contracts were recent due to the drop in fuel costs. Walter said that it had a benefit, but areas were still coming before that because it pays for them to bring it here. Tri-County has a lock on Northeast Wisconsin.

Supervisor Erickson asked with the cost of recyclables dropping is Brown County still making enough profit to keep doing it. Walter said that there is a cost to processing the material, but Brown County hasn't reached it yet. The county is actually paying for very little, and there is a point where the county could potentially start charging. Supervisor Erickson asked if the outlook was ok at this point. Walter responded that it was. Doverspike added that municipalities are still receiving \$10/ton.

Supervisor Kaster said that with the way the recycling was situated about 4-5 years ago the county was at the point where the municipalities had to start paying to recycle. He went on to ask if the county is at that same rate point or has efficiency pushed that down? Walter said that they give municipalities the best rate and that there is a cushion in the cost. Walter said he can't predict the market and they are lower where he thought they would be, and where he feels they should be for the last 8 months or so. Supervisor Kaster re-asked if the cost was at the same rate or if the facilities efficiency had pushed it down. Walter said that he was very confident that it had been pushed down because the way they operate today is far more efficient than where they were a few years ago.

**Motion made by Supervisor Sieber, Seconded by Supervisor Landwehr to approve. Vote Taken.**  
**MOTION CARRIED UNANIMOUSLY.**

10. **2014 Port Annual Report.**

Business Development Manager Mark Walter went over the annual report included in agenda packet. Several highlighted items were:



- Page 1 shows that 2014 was a good year; the port exceeded 2 million tons
  - Walter does think 2015 will be as good because of a decrease in coal from Georgia-Pacific. They are switching to natural gas which could mean 100,000 tons less of coal coming into the port.
- Pages 4 & 5 highlight the goals and accomplishments of 2014
- Page 6 highlights the goals for 2015
- Page 7-8 Port Financials

Walter said that a group from I43/I41 interchange project is interested in the unusable sand from the Cat Island project. The Cat Island Team is fully in support of the sand transfer, saying it isn't good habitat and can't grow anything. Supervisor Kaster asked where the sand for Cat Island came from. Walter said it came from out by the abandoned channel by Longtail which they hydraulically dredged. Supervisor Kaster asked if there's more of the sand. Walter said that there is not much left in that spot since they took about 400,000 cubic yards out. They do have a couple more areas with sand that's been sitting there awhile. Supervisor Kaster asked if it was fracking sand. Walter said no, but that it is similar; almost like sugar sand. Walter said they looked at the sand for other purposes such as the landfill or construction work. The governmental agents have not yet said no.

**Motion made by Supervisor Landwehr, Seconded by Supervisor Dantine to approve. Vote Taken.**  
**MOTION CARRIED UNANIMOUSLY.**

**11. Resolution re: Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program.**

Mark Walter presented. He said that this resolution an annual resolution. If the port is going to apply for the grant (which they are), they need a resolution on record. It needs to be done every year as it is considered a new resolution because the list of projects changes every year.

Walter added that this grant is significantly affected by the governor's budget. In the governor's budget this Harbor Assistance grant has been line-itemed out for funding.

Supervisor Erickson asked if this was the same wish list that they approved before. Walter and Supervisor Dantine said yes.

**Motion made by Supervisor Dantine, Seconded by Supervisor Kaster to approve. Vote Taken.**  
**MOTION CARRIED UNANIMOUSLY.**

**12. Recommendation and Approval of Recycling Compactor & Building Expansion Bid.**

Chad Doverspike presented. The recycling volume is increasing. This past year they did 26,000 tons. In an effort to continually improve their operations, they are installing a refuse recycling compactor. Right now the facility open-top loads them into semis and can currently load 14,000 tons in a truck, and with the compactor they will up that limit to over 24,000 tons per load. It will not affect how Outagamie County accepts it; they are already accepting compacted loads at the BOW facility. It will have a return on investment of about four years.

The department put it out to bid, and had five vendors apply. Badgerland Buildings, Inc. was the low bid. Doverspike then directed the supervisors to view the agenda attachment in their materials. Some of the costs will be paid by BOW and some by Brown County. Brown County will be paying for the buildings. BOW will pay for the compactor and it will be a shared asset. Brown County will pay 40% of the cost as that is the utilization of the garbage. It will be a three month construction time.

Doverspike explained the alternative bid.

**Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to accept the Badgerland Bid for \$447,590. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**13. Resolution re: Rescinding May 21, 2014 Renard Island Causeway Ownership Transfer Resolution.**

Mark Walter presented. Referred supervisors to resolution in contained in agenda packet, as an example of the amount of time and effort that staff has put into the project. Brown County has fulfilled every request made to it thus far. The hang up is in the Army Corps request to get a lakebed grant for the causeway and an easement from the City of Green Bay. The easement from the City must be in place prior to the Army Corps turning over ownership to the county. According to legal opinions obtained by the county the Chapter 30 permit holds the same weight as the lakebed grant under Wisconsin law. The Army Corps, however, was looking for a bottomland lease which Wisconsin currently does not have as it's not part of our state legal structure.

Walter went on to say that the county has tried to work in good faith with the City of Green Bay to acquire the permanent easement, but rounds of discussions with Green Bay have not been successful. Walter recommends that Brown County give up ownership of Renard Island. Dean Haen told Walter to tell the committee that the last "Further Be It Resolved..." be struck from the resolution.

Walter and the port authorities believe that Brown County cannot get a lakebed grant or an easement in a speedy time. Without the easement, the Army Corps will be taking down the causeway.

Supervisor Erickson asked if there were questions. Supervisor Dantine asked why the county can't get a lakebed grant. Walter said that it would have to be an act of the legislature so it could take a couple years. Supervisor Erickson added that the county can't get the lakebed grant without the permanent easement for the City of De Pere.

Supervisor Dantine asked for clarification on the location of the easement. Walter explained that it would be the abandoned Sauk Ave to where the causeway begins.

Supervisor Erickson commented that this has been in the works for six weeks and more. Since last November the county has been working diligently and the city has been putting road blocks up all along the way. He added that the city's committee will be meeting the next night and city council could address the issue the following week. Supervisor Erickson says that it's possible that the county and city could get an agreement before Brown County Board meets in March. If the city passes an agreement, it must pass muster and still be signed by the Mayor of Green Bay.

Supervisor Kaster asked if Green Bay doesn't grant the easement would that remove the causeway. Walter said that the causeway is owned by the Army Corps and so it comes down to what the Corps wants to do with it. With that understood, Walter added that the Corps has done a lot of work on it. Supervisor Kaster commented that the extra work was done at the county's request. Walter said the Brown County wanted to do it, but the Corps had extra funding and decided to build it themselves. Walter continued that should the Corps want to take down the causeway, it will take some time because the hurdles they'll have to go through.

Supervisor Dantine asked about the ten year temporary easement that was granted by the City of Green Bay and if the county has that easement until 2020 or did it end when construction ceased. Walter said yes the county had the easement, but it was a temporary easement and he doesn't have

the language of the agreement to know if it ceased when construction ended, but he believes it did include a specific end date. Supervisor Erickson added that it was an agreement between former County Executive Hintz and Mayor Schmitt.

Supervisor Erickson read a letter from the Corps saying that Brown County is required to obtain a permanent road easement from the City of Green Bay for access to the maintenance of the island. Supervisor Erickson explained that this meant that in order for Brown County to acquire the island they need an easement from Green Bay for the land on top, so that they can go to the state to get the underwater rights.

Supervisor Dantine asked what the reason is that the city isn't giving the county the easement. Supervisor Erickson said it's because people's opinions change, and reminded the committee that it was in November of 2014 that City passed a resolution requesting the county to acquire ownership of the island for the enhancement of the Bay Beach facility. Brown County has met all the requirements that Green Bay asked, and went back saying that the county would develop it like the city desired. Everything is signed, sealed, and delivered from the county's perspective.

Motion made by Supervisor Dantine for discussion.

Supervisor Sieber said that this causeway is very important. As a supervisor and Citizen of Green Bay, he cannot vote to give up ownership. He has talked with Corporation Counsel and says that there are ways to force the City of Green Bay to handover the easement to the county. Supervisor Sieber believes that it send the right message to the Army Corps and the City of Green Bay. It's important for the community to have access to this causeway. We can't say we aren't interested. Supervisor Sieber says he wants to propose motion to require Green Bay to give the county the easement.

Supervisor Kaster asked what exactly was Supervisor Sieber proposing; asked if was proposing to condemn the island. Supervisor Sieber said there are legal opinions that say Green Bay has to give the county access to their property. He says the City of Green Bay cannot deny the county access to county property. He suggested that this might have to be resolved in the courts.

Supervisor Sieber said he wants to send a message that we are still very interested in the island and maintaining the causeway access.

Supervisor Erickson said he was going to call a vote on the proposed motion. Supervisor Sieber asked if it was possible to separate the removal of the section from the motion as he supports removing the last section.

**Motion made by Supervisor Sieber, Seconded by Supervisor Landwehr to remove from consideration the last "Further Be it Resolved" section of the resolution. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**Motion made by Supervisor Dantine, Seconded by Supervisor Kaster to accept the resolution as amended. Vote Taken. MOTION CARRIED 4 -1.**

**Ayes: Supervisors Dentine, Landwehr, Kaster, Erickson**

**Nays: Supervisor Sieber**

Motion introduced by Supervisor Sieber for discussion

Supervisor Dantine asked if we don't acquire the easement for Sauk Road, then the county doesn't own the causeway. He doesn't want to be locked both ways by both the state and city if we go into the courts. Supervisor Erickson responded that the county needs the easement from Green Bay, so the

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Corps can give the county the causeway property, so Brown County can go to the state legislature for a lakebed grant.

Supervisor Erickson suggested that the Corps wants to give the county the land.

Supervisor Kaster asked if Supervisor Sieber's motion would interfere or anything with any legal proceedings. Supervisor Erickson doesn't believe so.

The supervisors agreed that Supervisor Sieber's motion should include language that expresses access to both Renard Island and the causeway.

**Motion made by Supervisor Sieber, Seconded by Supervisor Landwehr to use any legal means necessary to obtain an easement at Sauk Road from the City of Green Bay to access the causeway and Renard Island. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**14. Request for Approval - RFP re: Engineering and Consulting Services for Brown County Port & Resource Recovery Department, Project #1954.**

Chad Doverspike presented. Referred to RFP contained in the agenda. Every five years the department goes out for environmental engineering services. The existing contract is ending in April 2015, but Doverspike is going to request that an extra month or two be added on to the existing contract.

As it is an RFP there will have to be scoring process and a five member team interview. It is the same activities that the existing engineer is doing right now. There is a list of requirements contained in the RFP.

Supervisor Dantine had a question on whether this RFP was something he recently saw this. Doverspike said that the current RFP is for environmental engineering, and the one Supervisor Dantine may be referring to was one for ground water monitoring. The two items were once listed together years ago, but are now separated.

**Motion made by Supervisor Dantine, Seconded by Supervisor Kaster to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**Public Works**

**15. 2014 to 2015 Carryover Funds.**

Jeff Oudeans presented. Supervisors were collectively concerned that there weren't any numbers and that is was just amounts being listed. Oudeans attempted to explain the amounts. The committee members were hoping to see a breakdown of carryover funds. Supervisor Kaster said that there weren't any amounts, just the words "All Funds". Supervisor Erickson asked Director of Administration Chad Weininger if he could explain the funds. Weininger said that it's just whatever was left on current active projects from 2014 and that it automatically gets transferred over. Weininger said that the county isn't sure what those exact dollar amounts currently are, but they are from already approved projects. Weininger said that the county is still closing out their accounts from 2014.

Supervisor Dantine asked if there is a ballpark figure about how much is carried over. Weininger said that there isn't until the final accounting is complete. Supervisor Erickson asked when the final accounting would be complete. Weininger thought that they would have it done by March.

The supervisors agreed that they would like to see some numbers before approving. Supervisors Erickson and Sieber talked about having a brief meeting before County Board on March 18<sup>th</sup>. Weininger did not see too much of a problem, but stated that the preferred option is to approve the funds now and then bring up an issue at County Board.

Supervisor Erickson directed staff to look into whether there are carryover funds for the Planning Department as they are listed as a category in the Carryover Funds Sheet in the agenda packet, but did not have an agenda item.

**Motion by Supervisor Erickson, Seconded by Supervisor Siebert to hold items 1, 5, 6, and 7 from the Carryover Fund Sheet for a March 18<sup>th</sup> meeting to be held at 6:45 pm prior to county board meeting. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**16. Recommendation and Approval for Law Enforcement Center Roof Replacement – Project #1929.**

Jeff Oudeans presented. He started by correcting the agenda saying that there was a typo and the project number is actually #1948. *Information originally provided to the county board office was incorrectly provided.* Supervisor Dantinne asked the material that the roof will be made up of. Oudeans responded that the base bid is a type which is the same type of roof that is on the arena. It is an altered rubber roof. Supervisor Dantinne asked if the cheaper roof is the better roof. Oudeans said yes.

**Motion made by Supervisor Landwehr, Seconded by Supervisor Sieber to approve project #1948 for Northeastern Roofing in the amount of \$73,000. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**17. Summary of Operations, December, 2014 and January, 2015.**

Public Works Director Paul VanNoie presented. He said that there is a positive variance of about \$266,000 compared to the actual budget, they still have a pending transfer for a budget adjustment and they still have to close the books. He anticipates that they will be where they need to be. VanNoie feels that from a budget standpoint they had a pretty good year.

Facilities had a positive variance of \$40,436 dollars. Between the two, the Public Works department is looking at a \$400,000 positive variance pending the transfer. VanNoie referred to the agenda packet, and was looking for head count information that was submitted last week.

He believes that there will be about a \$540,000 carryover on highway projects.

As far as January is concerned, it looks like the highway department had a \$290,000 positive variance, and facilities had a slight negative variance of about \$5,720. He added that the report lists the reasons for these variances as:

- Lower than anticipated inter-departmental billings
- Higher than anticipated costs in Repair & Maintenance-Buildings costs
- Higher than anticipated personnel costs

VanNoie said that January has been a fairly decent month when compared to last January. The revenue has from the state has doubled; funds from the inter-governmental revenues are also up.

Supervisor Landwehr asked when looking at highway capital funds why there is a funding increase of \$600,000 in January and then by February there is a loss of \$56,000. VanNoie said that it was because

there are bills that flow in after the period. Supervisor Landwehr said he can understand that for highway, but is confused as to capital projects; he feels like there shouldn't have been a lot going on. He asked if they did not anticipate outstanding bills the accounting. Paul Fontecchio said there is a lag and says that's why there is the difference. Supervisor Landwehr says bills outstanding should have been accounted for.

Fontecchio explained the causes of the differences in the charts to the satisfaction of the committee members.

**Motion made by Supervisor Kaster, Seconded by Supervisor Sieber to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**18. Director's Report.**

Paul VanNoie presented. Supervisor Erickson said it was glad to see him back. VanNoie handed it over the Paul Fontecchio since he was unable to participate because of his absence in January.

Fontecchio said the department held a L.E.A.N event regarding the right-of-way acquisition projects. The department follows state statutes, but the event was how they can go about it internally. They are now doing kickoff meetings with corporation counsel. The lean event was to make sure that everyone is on the same page. They are formalizing the write up now and everyone is doing better.

Fontecchio then talked about project solicitations. He said it's been a two year ordeal and there has been federal and state money to assist. Brown County is going through the DOT consultant solicitation. The DOT will design and then solicit. They just went through the bid packages on Friday. They spent all day wading through stacks of them. There are pros and cons to going through the state system. Public works will be applying for the next round this spring. It's a slow process, but the dollars are good.

VanNoie says that there will be more work on the County ZZ. Fontecchio says that there needs to be a fix, as the road is sliding into the river. He is concerned what spring will do. They are monitoring the situation, and have barricades in place if they are needed. The long term solution is to pull the road away from the river.

Supervisor Landwehr commented that he noticed a similar issue in Manitowoc County with roads along Lake Michigan. They are moving the road away from the lake shore and placing actually behind houses. He asked Fontecchio if this was possible a possible option for the County ZZ issue. Fontecchio said he has plan, and that what he would like to do is step it; have 10 ft. bike trail since its federal funds and then the road. Fontecchio said that the department was looking for a consultant that has specialized geotechnical skills.

Supervisor Landwehr had a question on the LEAN event. He would like to see Brown County RFP or RFQ out for a realtor/appraiser. Fontecchio said that they already have an appraiser and negotiator that they work with. Supervisor Landwehr said he wasn't happy with the current purchase appraisals that he's been forwarded. He used the GV project appraisals as an example of pricing that is way out of whack. Fontecchio asked if he was referring to the first or second set of appraisals. Supervisor Landwehr thought they were the first. Fontecchio explained that the first appraisals are conducted by the department and described them as pretty in-line with where prices should be. He went on to say that the second set is the one that comes in very high because that's what the property owner pays for. Supervisor Landwehr said that he was unhappy with the first set, and said that the county's appraisers need to be reviewed because they need to take a better look at what the county is spending its money

on. Fontecchio respectfully disagreed feeling that the first appraisals were very good. Supervisor Landwehr restated that would like to see the county use alternative appraisers.

Supervisor Kaster asked if Supervisor Landwehr was talking about the property where Brown County is stacking materials. Supervisor Landwehr and Fontecchio said yes. Supervisor Kaster asked if Brown County owns that property now. Fontecchio said yes.

Supervisor Erickson asked if the stack by Willems belonged to the county. Fontecchio said no.

**Motion made by Supervisor Dantine, Seconded by Supervisor Kaster to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**UW-Extension – No agenda items.**

**Other**

19. **Audit of the bills.**

**Motion made by Supervisor Sieber, Seconded by Supervisor Erickson to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

20. **Such other matters as authorized by law.**

21. **Adjourn.**

**Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to adjourn at 8:03 pm. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Brian B. Lueth  
Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY**  
**PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE \*SPECIAL\***

Pursuant to Section 19.84 Wis. Stats., a special meeting of the **Brown County Planning, Development & Transportation Committee** was held on Wednesday, March 18, 2015 in Room 210, City Hall, 100 N. Jefferson Street, Green Bay, WI

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**Present:** Chair Bernie Erickson, Supervisor Tom Sieber, Supervisor Norbert Dantine,  
Supervisor Dave Kaster, Supervisor Dave Landwehr

**Also Present:**

Paul Fontecchio (Public Works – Engineering Manager)  
Jeff Oudeans (Public Works – Facilities)  
Paul VanNoie (Public Works Director)  
Chad Weininger (Director of Administration)

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**I. Call Meeting to Order.**

Meeting was called to order by Supervisor Bernie Erickson at 6:44 p.m.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Landwehr, Seconded by Supervisor Dantine to approve. Vote Taken.**  
**MOTION CARRIED UNANIMOUSLY.**

**Comments from the Public**

**Public Works**

1. 2014 to 2015 Carryover Funds. *(Per Motion at February 23, 2015 Meeting of the Planning, Development & Transportation Committee: **To Hold Items 1, 5, 6, and 7 from the Carryover Fund Sheet for a March 18<sup>th</sup> meeting to be held at 6:45 pm prior to county board meeting.**)*

Chad Weininger, Director of Administration, presented. Weininger indicated that the books are now pretty much closed and figures that had previously been seen as “All Funds” are now numerical in the carryover sheet.

Supervisor Dantine asked about the approximately 4,000,000 in the Highway Capital Projects fund if they were leftover funds or for ongoing projects. Paul Fontecchio said that they were projects that were budgeted, but it was too cold to start them.

Supervisor Sieber asked of Director Weininger, if the carryover funds will be reflected in the budgeted amount come fall. Supervisor Landwehr asked if the carryover funds inflate the numbers. Weininger responded that they show the carryover amounts separately in the back of the budget books. He commented that the carryover from 2014 will hopefully be expended in 2015 so there would be no carryover from 2014 reflected in the 2016 budget book. Supervisor Erickson asked if the book would note the monies as carryover funds. Weininger said yes in the back.

Paul VanNoie added that it’s noted on the CIP when it gets approved. It has a column that reflects previously funded.

**Motion made by Supervisor Dantine, Seconded by Supervisor Landwehr to approve. Vote Taken.**  
**MOTION CARRIED UNANIMOUSLY**



**Other**

2. Adjourn.

**Motion made by Supervisor Landwehr, Seconded by Supervisor Sieber to adjourn at 6:50 pm. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Brian B. Lueth  
Recording Secretary

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, January 7, 2015**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	Steve Grenier	<u>X</u>	Scott Puyleart	<u>Exc</u>
James Botz	<u>X</u>	Mark Handeland	<u>X</u>	Dan Robinson	<u>X</u>
Paul Brewer	<u>Exc</u>	Matthew Harris	<u>X</u>	Debbie Schumacher	<u>X</u>
Brian Brock	<u>X</u>	Frederick Heitl	<u>X</u>	Ray Tauscher	<u>X</u>
William Clancy	<u>X</u>	Phil Hilgenberg	<u>Exc</u>	Mark Tumpach	<u>Exc</u>
Norbert Dantine, Jr.	<u>X</u>	Dotty Juengst	<u>X</u>	Jason Ward	<u>Exc</u>
Ron DeGrand	<u>X</u>	Patty Kiewiz	<u>Exc</u>	Dave Wiese	<u>X</u>
Bernie Erickson	<u>X</u>	John Klasen	<u>X</u>	Reed Woodward	<u>Exc</u>
Steve Gander	<u>X</u>	Michael Malcheski	<u>X</u>		
Adam Gauthier	<u>Exc</u>	Ken Pabich	<u>X</u>		

**OTHERS PRESENT:** Jeff DuMez, Chuck Lamine, and Cole Runge.

1. Approval of the minutes of the December 3, 2014, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier and seconded by J. Klasen to approve the minutes of the December 3, 2014, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Receive and place on file the draft minutes from the December 8, 2014, meeting of the BCPC Transportation Subcommittee.

A motion was made by K. Pabich and seconded by R. Tauscher to receive and place on file the draft minutes from the December 8, 2014, meeting of the BCPC Transportation Subcommittee. Motion carried.

3. Receive and place on file the draft minutes from the November 17, 2014, meeting of the Northeastern Wisconsin CDBG – Housing Region Committee.

D. Robinson asked if it is consistent with the housing program's guidelines to switch from a county-by-county funding allocation system to a regional funding allocation system.

C. Lamine stated that it is consistent with the guidelines. He also stated that the funding allocation system was switched to enable more of the program's funds to be distributed to projects throughout the region.

A motion was made by R. DeGrand and seconded by K. Pabich to receive and place on file the draft minutes from the November 17, 2014, meeting of the Northeastern Wisconsin CDBG – Housing Region Committee. Motion carried.

4. **Public Hearing:** Draft 2014 Public Participation Plan Update for the Green Bay Metropolitan Planning Organization.

C. Runge stated that the Metropolitan Planning Organization's (MPO's) Public Participation Plan identifies methods that will be used by the MPO to encourage people to participate in the development of significant transportation planning products. He also stated that the draft 2014 Public Participation Plan is an update to the plan that was approved by the BCPC Board of Directors in December of 2013.

C. Runge opened the public hearing and asked three times if anyone wished to speak. Hearing no comment, C. Runge closed the public hearing.

5. Discussion and approval of the Draft 2014 Public Participation Plan Update for the Green Bay Metropolitan Planning Organization.

C. Runge stated that there are two major revisions that are recommended in the draft update. The first recommendation is to allow the BCPC Board to take action on a major amendment to the Transportation Improvement Program (TIP) at the same meeting as the public hearing instead of waiting until the next meeting to take action. The BCPC Board could still choose to take action at the next meeting if significant issues are raised before or during the public hearing. This recommendation is being made to improve the efficiency of the amendment process when significant issues are not raised before or during public hearings. The second recommendation is to insert the same Expedited Project Selection Procedures summary that is proposed to be added to the TIP as a part of Major Amendment #1 to the 2015-2019 Transportation Improvement Program for the Green Bay Urbanized Area.

D. Juengst asked if staff is receiving more responses from the public after converting from a paper to a digital notification system.

C. Runge stated that staff has not received more comments about plans or studies from the public, but staff has received more questions than it has in the past. People have also responded to email messages to thank staff for sending links to plans and studies, which suggests that many more people are now reviewing the information.

D. Robinson stated that it would be great if techniques could be identified that engage a lot of people in planning processes, but he is not aware of techniques that have been effective in other places.

C. Runge stated that his research and experience have found that people tend to be much more interested in specific projects than in large-scale planning efforts. He stated that staff is always looking for public outreach techniques that will engage people in planning efforts, and he encouraged BCPC Board members to inform him of effective techniques when they become aware of them.

N. Dantine stated that it is difficult to get people to leave their homes for many town meetings.

A motion was made by K. Pabich and seconded by D. Juengst to approve the 2014 Public Participation Plan Update for the Green Bay Metropolitan Planning Organization. Motion carried.

6. Discussion and approval of Major Amendment #1 to the 2015-2019 Transportation Improvement Program for the Green Bay Urbanized Area.

C. Runge summarized the proposed amendment and stated that no comments were received during the public hearing that was held during the BCPC Board's previous meeting. He also stated that no comments were received between the previous meeting and tonight's meeting.

A motion was made by S. Grenier and seconded by J. Klasen to approve Major Amendment #1 to the 2015-2019 Transportation Improvement Program for the Green Bay Urbanized Area. Motion carried.

7. Discussion and approval of Amendment to the Agreement Between Wisconsin Department of Natural Resources and Brown County Planning Commission for Water Quality Management Planning Assistance.

C. Lamine summarized the proposed amendment.

A motion was made by B. Erickson and seconded by D. Wiese to approve the Amendment to the Agreement between the Wisconsin Department of Natural Resources and Brown County Planning Commission for Water Quality Management Planning Assistance. Motion carried.

8. Review of the Planning and Land Services Department's 2015 "Smart Goals."

C. Lamine summarized the department's 2015 "Smart Goals" and stated that action by the BCPC Board is not necessary. He also stated that J. DuMez is present to discuss the Brown County Land Information Office's (LIO's) goals for 2015.

J. DuMez summarized the LIO's goals for 2015. He also distributed a diagram that shows all the steps that are necessary to process information using the county's AS400 computer system. He stated that the AS400 system has served the county well, but it was developed in the early 1980s by county programmers who have either retired or are close to retirement. Once the remaining programmers retire, it will be difficult to find programmers to support the AS400 because it is outdated technology. Another concern is that it takes a long time to develop new applications for the AS400, and some county departments are not pursuing the development of new applications that would make them more efficient because of this. These are two reasons why the LIO wants to convert from the AS400 to a Windows-based Geographic Information Systems (GIS) program.

P. Blindauer asked if real estate recording fees will be used to purchase a replacement for the GeoPRIME mapping application.

J. DuMez stated that the recording fees will be used to purchase a replacement for the GeoPRIME application. He also stated that Brown County's share of the replacement cost will be reduced by financial contributions from the Village of Ashwaubenon and the Cities of Green Bay and De Pere.

D. Schumacher asked why the cities are the only municipalities that are participating in this project.

J. DuMez stated that the cities are the only municipalities that have shown interest to this point, but any municipality can participate.

W. Clancy asked if grants are available to update the AS400.

J. DuMez stated that he is not aware of grants that can help cover the cost of this project. Other Wisconsin counties have used LIO and levy funds to complete their AS400 conversion projects.

C. Lamine stated that staff will work with Technical Services Department staff to prepare and distribute a Request for Proposals (RFP) for the conversion project in 2015 to enable the project to start at the beginning of 2016.

W. Clancy asked if the citizens of Brown County realize the high level of services they receive from the LIO's computer-based tools for the amount of money that is spent on these tools.

J. DuMez stated that he has received comments from people about how useful these tools are for their businesses and other purposes.

M. Handeland asked how the AS400 conversion project will benefit the Town of Ledgeview.

J. DuMez stated he would like to discuss the requirements and benefits of this project with Ledgeview and other communities that may be interested in participating.

C. Lamine stated that a lot of investments have been made to create accurate and useful tools for businesses, communities, the public, and others. But we now need to upgrade the current system to continue providing these services.

D. Juengst asked if the planning efforts for the Brown County Research and Business Park will be coordinated with Green Bay's planning efforts for the University Avenue corridor.

C. Lamine stated that much of the work on the Brown County Research and Business Park has been on hold until the new University of Wisconsin – Green Bay Chancellor becomes familiar with the project, but the county intends to continue to coordinate with the city as these projects move forward.

C. Lamine and C. Runge summarized the status of the Southern Bridge Environmental Impact Statement (EIS) and the Interstate Access Justification Report (IAJR) for a new US 41 interchange. They mentioned that WisDOT recently decided that a peer review must be completed by a consulting firm to determine if the IAJR traffic analysis performed by the county's consulting firm is correct. WisDOT expects this peer review to be completed by June of 2015. They stated that the EIS and IAJR processes have experienced many delays over the last eight years due to changes in federal regulations and staff changes at the state and federal levels. However, they are hopeful that a significant amount of progress will be made in 2015.

B. Brock stated that he agrees with the statements made by C. Lamine and C. Runge about the EIS and IAJR. He also stated that the peer review will facilitate future reviews by WisDOT and the Federal Highway Administration.

B. Erickson stated that this "bridge to nowhere" project has kept a lot of people busy for a long time.

C. Lamine stated that this has been a long process, but it will be very beneficial for economic development in the county when it is finished.

A motion was made by D. Robinson and seconded by D. Wiese to receive and place on file the Planning and Land Services Department's 2015 "Smart Goals." Motion carried.

9. Discussion and approval of a resolution commending posthumously Mike Parmentier for his service to the Brown County Planning Commission.

A motion was made by S. Grenier and seconded by D. Robinson to approve the resolution posthumously commending Mike Parmentier for his service to the Brown County Planning Commission. Motion carried.

10. Director's report.

C. Lamine summarized the status of the hiring process for the department's Administrative Coordinator and Administrative Secretary positions. He stated that Sandy Wentland has been working in the Administrative Secretary position for the last several weeks as a "temp" and is doing a great job.

11. Brown County Planning Commission staff updates on work activities during the month of December 2014.

A motion was made by B. Erickson and seconded by K. Pabich to receive and place on file the Brown County Planning Commission staff updates on work activities during the month of December 2014. Motion carried.

12. Other matters.

None.

13. Adjourn.

A motion was made by J. Klasen and seconded by R. Tauscher to adjourn. Motion carried.

The meeting adjourned at 7:40 p.m.



**BROWN COUNTY  
BOARD OF SUPERVISORS  
COURT HOUSE  
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 3/18/15

Agenda No. : \_\_\_\_\_

Motion from the Floor

I make the following motion: Assessment of outdoor coal piles  
on the western shore of the Fox River as a health  
risk and source of airborne pollutants, as well as proposals  
remediation and elimination of the health consequences  
on our citizenry.

Signed: Hoyer

District No.: 4

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

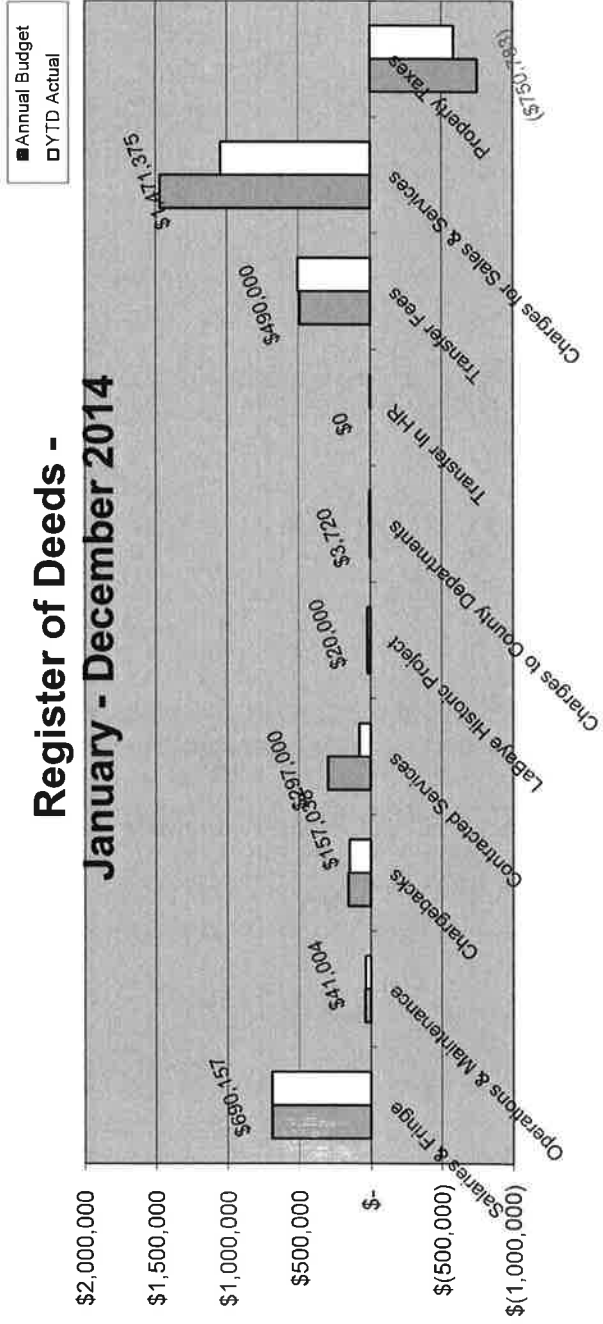
Brown County  
Register of Deeds  
Budget Status Report  
Jan - December 2014

	Annual Budget	YTD Actual
Salaries & Fringe	\$ 690,157	\$ 688,914
Operations & Maintenance	\$ 41,004	\$ 36,563
Chargebacks	\$ 157,038	\$ 147,411
Contracted Services	\$ 297,000	\$ 78,857
LaBaye Historic Project	\$ 20,000	\$ 20,000
Charges to County Departments	\$ 3,720	\$ 6,295
Transfer In HR	\$ 0	\$ 2,123
Transfer Fees	\$ 490,000	\$ 502,037
Charges for Sales & Services	\$ 1,471,375	\$ 1,044,797
Property Taxes	(\$750,783)	(\$583,507)

**HIGHLIGHTS:**

Revenues: Transfer fees exceeded budget by \$12,000.  
Revenue from recording real estate documents lower than anticipated. Expenses: contracted services reduced due to reduction in redaction fees. YTD revenues exceeded expenses by \$583,507 which is \$167,275 less than budget.

**Register of Deeds -  
January - December 2014**





Brown County  
Planning  
Budget Status Report  
12/31/2014

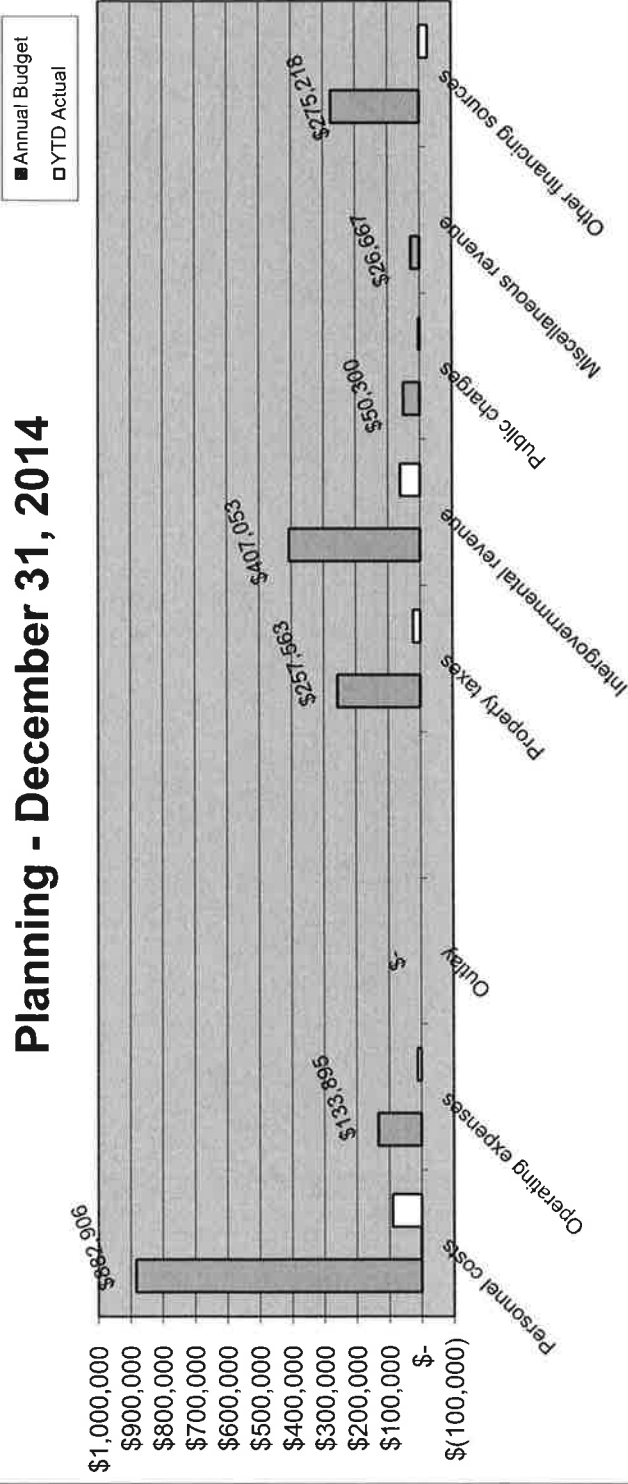
	Annual Budget	YTD Actual	Percentage
Personnel costs	\$ 882,906	\$ 89,893	10.18%
Operating expenses	\$ 133,895	\$ 10,456	7.81%
Outlay	\$ -	\$ -	NA
Property taxes	\$ 257,563	\$ 21,464	8.33%
Intergovernmental revenue	\$ 407,053	\$ 60,548	14.87%
Public charges	\$ 50,300	\$ 2,864	5.69%
Miscellaneous revenue	\$ 26,667	\$ -	0.00%
Other financing sources	\$ 275,218	\$ (26,179)	-9.51%

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

## Planning - December 31, 2014



Brown County  
Planning  
Budget Status Report  
12/31/2014

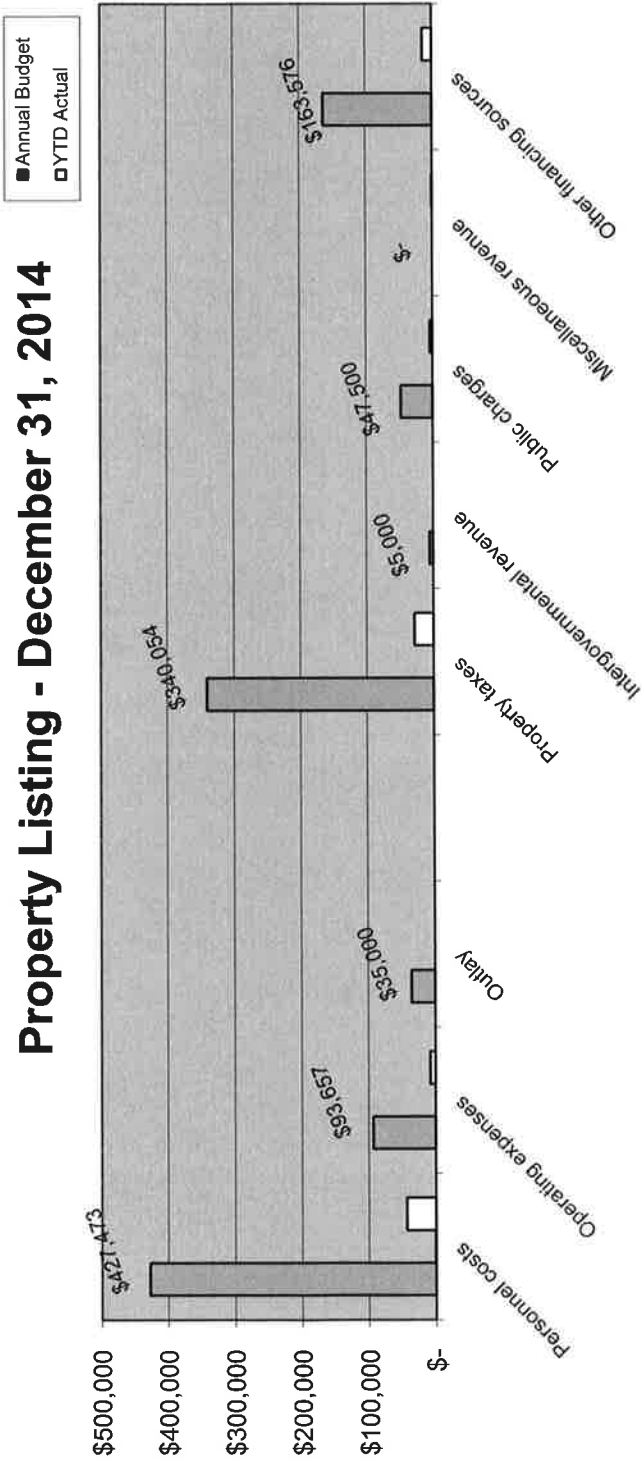
	Annual Budget	YTD Actual	Percentage
Personnel costs	\$ 427,473	\$ 43,421	10.16%
Operating expenses	\$ 93,657	\$ 7,600	8.11%
Outlay	\$ 35,000	\$ -	0.00%
Property taxes	\$ 340,054	\$ 28,338	8.33%
Intergovernmental revenue	\$ 5,000	\$ -	0.00%
Public charges	\$ 47,500	\$ 3,494	7.36%
Miscellaneous revenue	\$ -	\$ 135	0.00%
Other financing sources	\$ 163,576	\$ 13,631	8.33%

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

## Property Listing - December 31, 2014



Brown County  
Zoning  
Budget Status Report

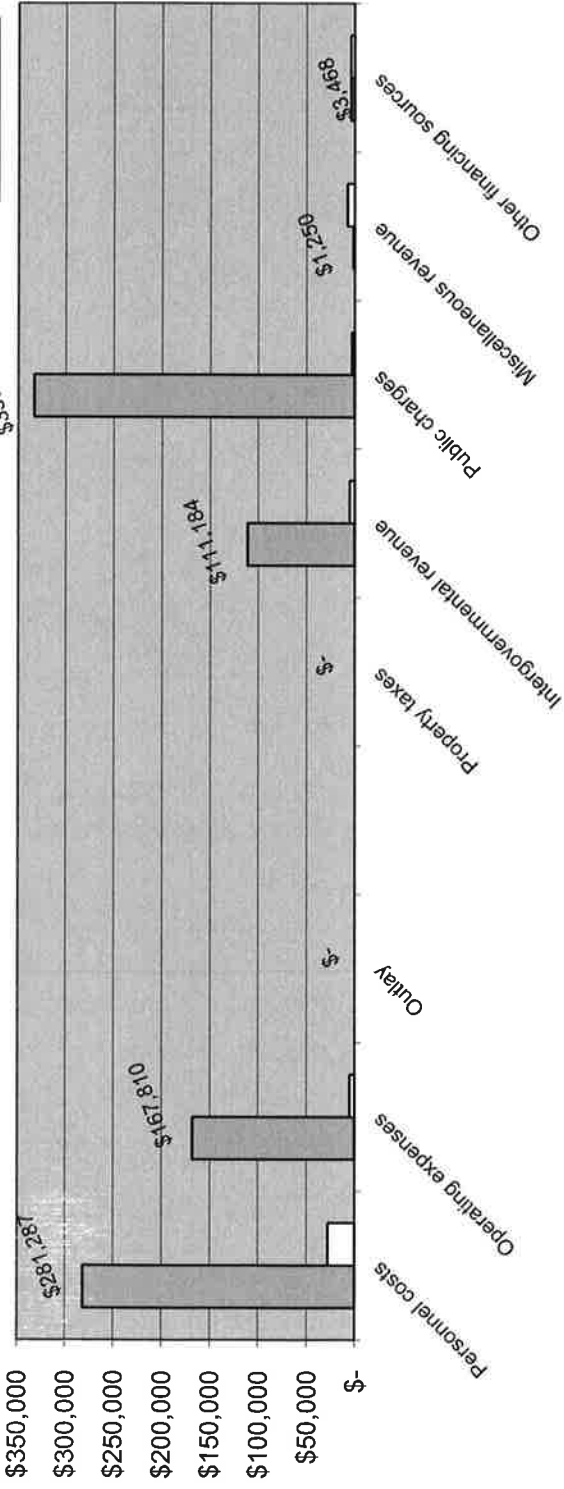
12/31/2014

	Annual Budget	YTD Actual	Percentage
Personnel costs	\$ 281,287	\$ 27,701	9.85%
Operating expenses	\$ 167,810	\$ 5,047	3.01%
Outlay	\$ -	\$ -	NA
Property taxes	\$ -	\$ -	N/A
Intergovernmental revenue	\$ 111,184	\$ 4,809	4.33%
Public charges	\$ 333,195	\$ 2,520	0.76%
Miscellaneous revenue	\$ 1,250	\$ 7,217	577.34%
Other financing sources	\$ 3,468	\$ 3,471	100.07%

**HIGHLIGHTS:**  
Expenditures: All categories are progressing as anticipated.  
Revenues: Public charges are progressing at our anticipated rate.

## Zoning - December 31, 2014

■ Annual Budget  
□ YTD Actual



**HOUSEHOLD HAZARDOUS WASTE**  
**MEMORANDUM OF UNDERSTANDING**

ORIGINAL

This Memorandum of Understanding (MOU) effective March 1, 2015 outlines the details pertaining to accepting Household Hazardous Waste (HHW) at the Winnebago County HHW facility and material delivered to Brown County from Winnebago County residents. Under this MOU, Brown County will process and designate for contracted disposal hazardous materials delivered to or collected by Brown County according to State and Federal Hazardous Waste Regulations. It is the understanding by and between Brown County and the Winnebago County Solid Waste Management Board (herein referred to as "Winnebago County") that the MOU shall consist of the following details:

**WINNEBAGO COUNTY RESPONSIBILITIES:**

1. Winnebago County will accept hazardous materials from its residents on an annual basis between March 1st and October 31st. Collection schedule shall be mutually agreed upon by both counties based upon weather conditions and scheduling conflicts, but should provide an average of four collection days per month. Winnebago County shall have the right to close its collection season early due to budgetary reasons while leaving this MOU intact.
2. Winnebago County will be responsible to educate its residents, field phone calls for informational purposes and conduct all necessary interaction with its residents and other customers leading up to delivery of HHW materials.
3. Winnebago County is responsible to keep the HHW facility in good working order including all preventative maintenance and minor repairs. Brown County shall be responsible for repairs as a result of its gross negligence.
4. Winnebago County shall be responsible for submitting reports or other documentation required by the State of Wisconsin and other regulatory agencies.
5. Winnebago County shall pay Brown County a Base Rate per year for labor, supplies, personal protective equipment (PPE), etc. plus material disposal costs as contained in Appendix A.
6. Winnebago County shall provide additional labor to assist Brown County when situations arise due to unforeseen Brown County hardship to fully staff the HHW facility or when workload from material collections exceeds normal amounts such that safe operating conditions cannot be maintained.
7. Winnebago County will pay Brown County a Base Rate of \$30,000 per year to cover labor, supplies, PPE, etc. during the term of this MOU. This amount shall be paid on a prorated monthly basis over the course of the collection season. In years where the Winnebago County Household Hazardous Material Facility operational schedule proposes collection days on Saturdays of weekends adjacent to the holidays of Easter, Memorial Day, Independence Day and Labor Day, those Saturdays will be dropped

from the year's collection season. In years where at least two of the four possible Saturday collections are dropped, due to adjacent weekend holidays, the annual Base Rate will be reduced by \$1,000.

In addition Winnebago County will pay for material disposal costs according to the prices agreed upon by both parties contained in Appendix A. Material disposal pricing in Appendix A will be updated and provided to Winnebago County annually by March 1<sup>st</sup> of each year.

8. Winnebago County residents may deliver for disposal to the Brown County Household Hazardous Waste Facility only those materials accepted for disposal at said Facility pursuant to the established operating procedures of the Facility. Brown County reserves the right to reject any item submitted for disposal.

Winnebago County will pay the disposal costs of materials its residents deliver to Brown County with the exception of: latex paint, fluorescent bulbs and electronics.

### **BROWN COUNTY RESPONSIBILITIES**

1. Brown County will provide services to process and designate for contracted disposal HHW materials collected from Winnebago County residents at Winnebago County's HHW facility.
2. Services shall include labor, supplies, PPE, training of Brown County staff and necessary paperwork to receive, sort, track, bulk, lab pack and arrange for final disposal of hazardous waste at facilities which meet the approval of the State of Wisconsin.
3. Brown County shall bill Winnebago County a Base Rate of \$30,000 per year to cover labor, supplies, PPE, etc. during the term of this MOU. This amount shall be billed on a prorated monthly basis over the course of the collection season. In years where the Winnebago County Household Hazardous Material Facility operational schedule proposes collection days on Saturdays of weekends adjacent to the holidays of Easter, Memorial Day, Independence Day and Labor Day, those Saturdays will be dropped from the year's collection season. In years where at least two of the four possible Saturday collections are dropped, due to adjacent weekend holidays, the annual Base Rate will be reduced by \$1,000. At any renewal of this MOU, Brown County shall have the right to increase the Base Rate cost to a new level mutually agreed upon by Brown and Winnebago Counties based on increased labor, fringe, supplies, PPE, etc. expenses. Such increases shall be agreed upon by July 1<sup>st</sup> of the preceding year.

In addition Brown County shall bill Winnebago County for material disposal costs according to the prices agreed upon by both parties contained in Appendix A. Disposal prices shall be updated annually by March 1st.

4. Brown County will work with Winnebago County to develop educational documents to identify acceptable materials and proper handling instructions for delivery to Winnebago County's HHW facility.
5. Brown County shall accept material on behalf of Winnebago County for which Winnebago County has alternate disposal options. These materials may include used oil, antifreeze, fluorescent bulbs, propane tanks, computers and electronic devices in limited amounts.
6. Brown County will provide services to process and designate for contracted disposal, HHW materials delivered by Winnebago County residents directly to Brown County's Facility. Winnebago County residents will be allowed access to Brown County's facility during normal operating hours. Material collected at Brown County's facility will be tracked and costs will be billed to Winnebago County following prices agreed upon by both parties contained in Appendix A.

### **TERM**

Term of this MOU shall be for one (1) year. This MOU shall automatically renew for an additional one (1) year period, upon the same terms and conditions in effect or upon terms and conditions mutually agreed to by the parties. This MOU may be terminated by either party for any reason by giving sixty (60) days written notice to the other party of said termination during the 'off-season' (November 1-February 28). During the collection season (March 1-October 31), either party may terminate this MOU by giving the other party sixty (60) days written notice of their intent to terminate this MOU due to severe and/or unforeseen circumstances.

### **HOLD HARMLESS**

Winnebago County hereby agrees to release, indemnify, defend and hold harmless Brown County, the Brown County Solid Waste Board, Brown County's officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed directly or indirectly by reason of personal injury, death, property damage or other liability alleged or proven resulting from or arising out of the acts or omissions of Winnebago County residents accessing the Brown County Household Hazardous Waste Facility pursuant to this MOU and the subsequent disposal of Winnebago County waste.

Brown County hereby agrees to release, indemnify, defend and hold harmless Winnebago County, the Winnebago County Solid Waste Management Board, Winnebago County's officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed directly or indirectly by reason of personal injury, death, property damage or other liability alleged or proven resulting from or arising out of the acts or omissions of Brown County employees and/or its agents pursuant to this MOU.

Neither Brown County nor Winnebago County waive and specifically reserve their right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes..

All indemnification and hold harmless obligations shall survive the expiration or termination of the MOU.

### **INSURANCE**

This MOU shall not take effect until the Winnebago County Solid Waste Management Board has provided the Brown County Port & Resource Recovery Department with proof of insurance acceptable to the Brown County Risk Manager.

### **FORCE MAJEURE**

If the performance of any part of this MOU is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, notice shall be given as soon as practicable to the other party indicating the nature of such conditions and the extent of delay and shall do everything possible to resume performance.

### **NOTICE**

Any notice, demand or communication under this MOU by any party to the other party shall be given or delivered personally, delivered by first class mail, registered or certified mail, postage paid, return receipt requested, or by facsimile as follows:

WINNEBAGO COUNTY: Jennifer Semrau  
Winnebago County Solid Waste Management Board  
100 W. County Rd Y  
Oshkosh, WI 54901  
Ph: (920) 232-1853  
Email: JSemrau@co.winnebago.wi.us

BROWN COUNTY: Chris Blan  
Brown County Port & Resource Recovery  
2561 S. Broadway  
Green Bay, WI 54304  
Ph: (920) 492-4954  
Email: Blan\_CH@co.brown.wi.us

The above addresses or designated party may be changed at any time by either party by giving notice in writing in the manner provided above.

### **SEVERABILITY**

The provisions of this MOU are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the MOU shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the MOU.

### **DRAFTING**

All parties have contributed to the drafting of this MOU. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party by virtue of that party having drafted the document or any portion thereof.

### **ENTIRE MOU**


This document including Appendix A constitutes the entire MOU by and between Brown County and Winnebago County. This MOU shall be governed by the laws of the State of Wisconsin. This MOU may be modified or amended only by written amendment duly executed by and between the parties herein.

### **RIGHTS CUMULATIVE**

All rights and remedies hereunder are cumulative, and not exclusive, and shall be in addition to all other rights and remedies provided by applicable law. Failure to exercise or delay in exercising any right or remedy hereunder shall not operate as a waiver thereof, nor excuse future performance. No waiver, discharge or renunciation of any claim or right arising out of a breach of these terms and conditions shall be effective unless in writing signed by the party so waiving. Any waiver of any breach shall be a waiver of that breach only and not of any other breach, whether prior or subsequent thereto.

All parties executing this MOU do further hereby state that they have the authority to execute this MOU on behalf of the respective parties herein.

#### **WINNEBAGO COUNTY SOLID WASTE MANAGEMENT BOARD**

By:   
John M. Rabe, P.E.  
Director of Solid Waste

Date: 2/24/15

#### **BROWN COUNTY**

By: \_\_\_\_\_  
Troy Streckenbach  
Brown County Executive

Date: \_\_\_\_\_



# Appendix A

## Brown County 2015 VSQG & HHW Pricing

	Waste Stream	Total Cost	Unit
<b>Flammable</b>	Aerosols	\$ 1.55	LB
	Flammable Liquids	\$ 0.65	LB
	Flammable Liquids (DM55)	\$ 85.00	DM
	Flammable Solids	\$ 3.25	LB
	Flammable Solids - Flares	\$ 5.00	LB
	Grill and Cigarette Lighters	\$ 5.50	LB
	Paint (Latex & Oil Based)	\$ 0.70	LB
	Paint (Latex & Oil Based)	\$ 125.00	DM
	Paint Related Material	\$ 1.10	LB
	Resins	\$ 2.25	LB
<b>Corrosive</b>	Acids/Base Bulk (DF5)	\$ 47.00	DM
	Acids/Base Bulk (DF55)	\$ 196.00	DM
	Acids/Base Lab Pack	\$ 1.60	LB
	Unlabeled Acid/Base Lab Pack	\$ 2.25	LB
<b>Reactive</b>	Alkali & Alkali Earth Metals	\$ 250.00	LB
	Oxidizers	\$ 3.75	LB
	Peroxides	\$ 9.00	LB
	Water Reactive	\$ 12.50	LB
<b>Toxic</b>	Dioxins	\$ 500.00	DM
	Halogenated Solvents	\$ 1.30	LB
	Halogenated Solvents (Bulk)	\$ 106.00	DM
	Pesticides	\$ 1.80	LB
	Poisons (P-listed and mercury compounds)	\$ 8.75	LB
<b>Universal Wastes</b>	Antifreeze	\$ 0.50	LB
	Batteries - Alkaline	\$ 1.25	LB
	Batteries - Lead/Acid	NC	LB
	Batteries - Lithium (single use)	\$ 8.25	LB
	Batteries - Rechargeable	\$ 0.60	LB
	Bulbs, Broken	\$ 1.15	LB
	Business Electronics	\$ 0.70	LB
	Fluorescent Bulbs (<=4')	\$ 0.70	EA
	Fluorescent Bulbs (> 4')	\$ 0.80	EA
	HID/Low Pressure Sodium	\$ 1.50	EA
	Incandescent Bulbs	\$ 0.65	EA
	Lead Acid Batteries	\$ -	EA
	Mercury, All Other	\$ 15.00	LB
	Oil, Drain	\$ -	LB
	Residential Electronics	\$ 0.20	LB
	Used Oil Filters	\$ 0.50	EA
<b>Miscellaneous</b>	Ballast - Non-PCB	\$ 0.80	LB
	Ballast - PCB	\$ 1.40	LB
	Cooking Oil	\$ 0.45	LB
	Gas Cylinders	*	EA
	Information Media	\$ 0.40	LB
	Spill Debris	\$ 1.20	LB
	Unknown Fingerprinting	\$ 30.00	EA

\* Prices vary. Call 920-492-4954 for Details.

**Business/VSQG material accepted by appointment only.**

**HOUSEHOLD HAZARDOUS WASTE**  
**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding ("MOU") is being entered into on this \_\_\_\_ day of March, 2015, by and between Brown County Port & Resource Recovery ("Brown P&RR"), a governmental agency of Brown County, a body corporate organized and existing under the Laws of Wisconsin ("Brown County") and Outagamie County Recycling & Solid Waste ("Outagamie R&SW"), a governmental agency of Outagamie County, a body corporate organized and existing under the Laws of Wisconsin ("Outagamie County") (collectively, the "Parties" or "Party"), for purposes of outlining the process for accepting Household Hazardous Waste ("HHW") materials at the Outagamie R&SW Facility and for delivering HHW materials to the Brown P&RR Facility by Outagamie County residents ("HHW Process").

**OUTAGAMIE COUNTY RESPONSIBILITIES:**

1. Outagamie County shall accept HHW materials from its residents on an annual basis between May 1st and October 31st ("Collection Season"). Outagamie County shall have the right to close its Collection Season early due to budgetary reasons; however, this MOU shall remain in effect per the Operation Term provision set forth herein.
2. Outagamie County shall be responsible to educate its residents, field phone calls for informational purposes and conduct all necessary interaction with its residents and other customers leading up to delivery of HHW materials to Brown County or to the Outagamie County HHW collection event.
3. Outagamie County shall be responsible for submitting reports or other documentation required by the State of Wisconsin and/or other regulatory agencies relating to the HHW process.
4. It is the sole responsibility of Outagamie County personnel to interact with its residents and unload all vehicles of material. Outagamie County will cap the number of HHW collection appointments at 60 vehicles per event.
5. Outagamie County residents may deliver for disposal to the Brown P&RR Facility only those HHW material permitted to be accepted for disposal per Outagamie County Facility pursuant to the established operating procedures of the Brown P&RR Facility. Brown County reserves the right to reject any item submitted for disposal. Outagamie County will pay for disposal of all HHW materials its residents deliver to the Brown P&RR Facility, with the exception of: latex paint, all battery types, fluorescent bulbs and electronics.

**BROWN COUNTY RESPONSIBILITIES:**

1. Brown County shall, in accordance with all governing State and Federal Hazardous Waste Regulations, process, and designate for contracted disposal, all HHW materials that are delivered to or collected by Brown P&RR pursuant to this MOU.

2. Brown County shall bill Outagamie County a Base Rate of \$11,600 per year for providing it with one person to assist Outagamie County personnel in the segregating, packaging and transporting of HHW materials to the Brown P&RR Facility. This amount shall be billed prorated monthly from May through October irrespective of whether Outagamie County closes its Collection Season early.
3. Brown County will process HHW materials and designate for contracted disposal HHW materials collected by Outagamie County.
4. Services shall include sorting, bulking, lab packing and arrangement for final disposal of HHW materials, collected by Outagamie County and at Brown P&RR Facility from Outagamie County residents, which meet the approval of the State of Wisconsin.
5. Brown County will provide services to process and designate for contracted disposal of HHW materials delivered by Outagamie County residents directly to the Brown P&RR Facility. Outagamie County residents will be allowed access to the Brown P&RR Facility during normal operating hours. HHW materials collected at the Brown P&RR Facility will be tracked and costs will be charged to Outagamie County per the prices agreed upon by both Parties in Appendix A attached hereto and incorporated herein by reference.

### **OPERATION TERM**

Term of this MOU shall be for one (1) year. Thereafter, this MOU shall automatically renew for an additional one (1) year period, upon the same terms and conditions in effect or upon terms and conditions mutually agreed to by the Parties hereto in advance thereof. This MOU may be terminated by either Party for no reason, and without further obligation or penalty unless otherwise provided herein, by giving sixty (60) days advance written notice to the other Party of said termination.

In exchange for its performance of the services herein, Outagamie County shall pay Brown County per the prices agreed upon by both Parties in Appendix A attached hereto and incorporated herein by reference. Said prices shall be updated annually by March 1<sup>st</sup> of each year and shall be comprised of the direct and indirect costs incurred by Brown County, as well as any pass-through charges associated with its contracted HHW disposal responsibilities, hereunder.

### **HOLD HARMLESS AGREEMENT**

Outagamie County hereby agrees to release, indemnify, defend and hold harmless Brown County, the Brown County Solid Waste Board, Brown County's officials, officers, employees and/or agents from and against all judgments, damages, penalties, losses, costs, claims expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed directly or indirectly by reason of personal injury, death, property damage or other liability alleged or proven resulting from or arising out of the acts or omissions of Outagamie County personnel and/or Outagamie

County residents accessing the Brown P&RR Facility or any related facility thereof pursuant to this MOU and the subsequent disposal of Outagamie County HHW materials, provided, however, that the provisions of this section shall not apply to liabilities, losses, charges, costs or expenses to the extent that they are caused by or resulting from the negligent acts or omissions of Brown County, its Agencies, Boards, Committees, Officers, Employees, Authorized Representatives or Volunteers.

Neither Brown County nor Outagamie County waive and specifically reserve their right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

This MOU shall not take effect until Outagamie R&SW has provided Brown P&RR with proof of insurance acceptable to the Brown County Risk Manager. Said acceptance by the Brown County Risk Manager shall be evident by her written confirmation thereof.

If the performance of any part of this MOU is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, notice shall be given as soon as practicable to the other Party indicating the nature of such conditions and the extent of delay. The Party giving said notice shall do everything possible to resume performance in as timely a manner as reasonably possible.

Any notice, demand or communication under this MOU by any Party to the other Party shall be given or delivered personally, delivered by first class mail, registered or certified mail, postage paid, return receipt requested, or by facsimile as follows:

OUTAGAMIE COUNTY: Chris Miller  
Outagamie County Recycling & Solid Waste  
1419 Holland Road  
Appleton, WI 54911  
Phone: (920) 968-5721  
E-mail: Chris.Miller@outagamie.org

BROWN COUNTY: Chris Blan  
Brown County Port & Resource Recovery  
2561 S. Broadway  
Green Bay, WI 54304  
Phone: (920) 492-4954  
Email: Blan\_CH@co.brown.wi.us

The above addresses or designated Parties may be changed at any time by either Party upon the giving of notice in writing in the manner provided above. The provisions of this MOU are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the MOU shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the MOU.

All Parties have contributed to the drafting of this MOU. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this

document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any Party by virtue of that Party having drafted the document or any portion thereof.

This document including Appendix A constitutes the entire MOU by and between Brown County and Outagamie County. This MOU shall be governed by the laws of the State of Wisconsin. This MOU may be modified or amended only by written amendment duly executed by and between the Parties herein.

All indemnification and hold harmless obligations shall survive the expiration or termination of this MOU.

All rights and remedies hereunder are cumulative, and not exclusive, and shall be in addition to all other rights and remedies provided by applicable law. Failure to exercise or delay in exercising any right or remedy hereunder shall not operate as a waiver thereof, nor excuse future performance. No waiver, discharge or renunciation of any claim or right arising out of a breach of these terms and conditions shall be effective unless in writing signed by the Party so waiving. Any waiver of any breach shall be a waiver of that breach only and not of any other breach, whether prior or subsequent thereto.

All Parties executing this MOU do further hereby state that they have the authority to execute this MOU on behalf of the respective Parties herein.

**OUTAGAMIE COUNTY**

By: \_\_\_\_\_  
Thomas Nelson, Outagamie County Executive

Date: \_\_\_\_\_

**BROWN COUNTY**

By: \_\_\_\_\_  
Troy Streckenbach, Brown County Executive

Date: \_\_\_\_\_

# Appendix A

## Brown County 2015 VSQG & HHW Pricing

	Waste Stream	Total Cost	Unit
<b>Flammable</b>	Aerosols	\$ 1.55	LB
	Flammable Liquids	\$ 0.65	LB
	Flammable Liquids (DM55)	\$ 85.00	DM
	Flammable Solids	\$ 3.25	LB
	Flammable Solids - Flares	\$ 5.00	LB
	Grill and Cigarette Lighters	\$ 5.50	LB
	Paint (Latex & Oil Based)	\$ 0.70	LB
	Paint (Latex & Oil Based)	\$ 125.00	DM
	Paint Related Material	\$ 1.10	LB
	Resins	\$ 2.25	LB
<b>Corrosive</b>	Acids/Base Bulk (DF5)	\$ 47.00	DM
	Acids/Base Bulk (DF55)	\$ 196.00	DM
	Acids/Base Lab Pack	\$ 1.60	LB
	Unlabeled Acid/Base Lab Pack	\$ 2.25	LB
<b>Reactive</b>	Alkali & Alkali Earth Metals	\$ 250.00	LB
	Oxidizers	\$ 3.75	LB
	Peroxides	\$ 9.00	LB
	Water Reactive	\$ 12.50	LB
<b>Toxic</b>	Dioxins	\$ 500.00	DM
	Halogenated Solvents	\$ 1.30	LB
	Halogenated Solvents (Bulk)	\$ 106.00	DM
	Pesticides	\$ 1.80	LB
	Poisons (P-listed and mercury compounds)	\$ 8.75	LB
<b>Universal Wastes</b>	Antifreeze	\$ 0.50	LB
	Batteries - Alkaline	\$ 1.25	LB
	Batteries - Lead/Acid	NC	LB
	Batteries - Lithium (single use)	\$ 8.25	LB
	Batteries - Rechargeable	\$ 0.60	LB
	Bulbs, Broken	\$ 1.15	LB
	Business Electronics	\$ 0.70	LB
	Fluorescent Bulbs (<=4')	\$ 0.70	EA
	Fluorescent Bulbs (> 4')	\$ 0.80	EA
	HID/Low Pressure Sodium	\$ 1.50	EA
	Incandescent Bulbs	\$ 0.65	EA
	Lead Acid Batteries	\$ -	EA
	Mercury, All Other	\$ 15.00	LB
	Oil, Drain	\$ -	LB
	Residential Electronics	\$ 0.20	LB
	Used Oil Filters	\$ 0.50	EA
<b>Miscellaneous</b>	Ballast - Non-PCB	\$ 0.80	LB
	Ballast - PCB	\$ 1.40	LB
	Cooking Oil	\$ 0.45	LB
	Gas Cylinders	*	EA
	Information Media	\$ 0.40	LB
	Spill Debris	\$ 1.20	LB
	Unknown Fingerprinting	\$ 30.00	EA

\* Prices vary. Call 920-492-4954 for Details.

August 15, 2014

**Business/VSQG material accepted by appointment only.**

**HOUSEHOLD HAZARDOUS WASTE**  
**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding ("MOU") is being entered into on this \_\_\_\_ day of March, 2015, by and between Brown County Port & Resource Recovery ("Brown P&RR"), a governmental agency of Brown County, a body corporate organized and existing under the Laws of Wisconsin ("Brown County") and Calumet County, a body corporate organized and existing under the Laws of Wisconsin ("Calumet County") (Collectively, referred to in the plural as "Parties" and in the singular as "Party"), for purposes of outlining the details for assisting Calumet County in three 'Clean Sweep' collections in 2015 ("Clean Sweep collections" also referred to hereinafter as "Event(s)"). The date, time and location of these Events will be:

- May 1, 2015 at the Calumet County Highway Shop in Chilton from 9 AM to Noon;
- May 15, 2015 at the City of New Holstein Public Works in New Holstein from 9 AM to Noon; and
- June 5, 2015 at the Town of Brillion Town Garage in Brillion from 9 AM to Noon.

**CALUMET COUNTY RESPONSIBILITIES:**

1. Calumet County shall have the right to cancel the Clean Sweep collections, with 30 days advanced written notice to Brown County, due to budgetary reasons; however, this MOU shall remain in effect per the Operation Term provision set forth herein.
2. Calumet County shall be responsible to educate its residents, field phone calls for informational purposes and conduct all necessary interactions with its residents and other customers leading up to and during each Event.
3. Calumet County shall be responsible for submitting reports or other documentation required by the State of Wisconsin and/or other regulatory agencies as required for purposes hereof.
4. It is the sole responsibility of Calumet County personnel to interact with its residents and unload all vehicles of material. Calumet County will cap the number of Clean Sweep collection appointments at 45 vehicles per Event.
5. Calumet County shall dispose of all solid waste, cardboard, and any other waste Calumet County decides to accept, that is collected and/or generated from each Event.

**BROWN COUNTY RESPONSIBILITIES:**

1. Brown County shall, in accordance with all governing State and Federal Hazardous Waste Regulations, process, and designate for contracted disposal, all

household hazardous waste (“HHW”) materials that are collected from Calumet County pursuant to this MOU.

2. Brown County shall bill Calumet County for its costs to: (i) collect, segregate and properly package HHW materials collected at the Events; and (ii) dispose of said HHW materials through the Brown P&RR Facility. Billable items and rates to apply as follows:

<u>Labor*</u>	<u>Trailer Use</u>	<u>Mileage</u>
\$55.00/hr.	\$20.00/day	\$0.56/mile

\* Billable Labor Rate applies to time loading supplies on vehicle at Brown County for the Event, travel time, time at the Event and time unloading vehicle upon return to Brown County.

In addition, billable items and rates for Brown County’s disposal of HHW materials can be found in the Appendix A attached to this MOU and incorporated herein by reference.

3. Brown County will process HHW materials and designate for contracted disposal HHW materials collected by Calumet County.
4. Services shall include sorting, bulking, lab packing and arrangement for final disposal of HHW materials collected at Event sites which meet the approval of the State of Wisconsin.
5. Brown County will only collect and arrange for disposal of HHW materials (i.e. flammable, corrosive, reactive and toxic material) from households. Brown County will not collect drums of waste, batteries, lamps, used oil, latex paint and electronics. Cylinders will be accepted with approval from Calumet County.

### **OPERATION TERM**

Term of this MOU shall be for one (1) year. This MOU may be terminated by either Party for no reason by giving thirty (30) days written notice to the other Party of said termination.

Within 30 days of its receipt of an invoice reflecting the same, Calumet County shall make payment to Brown County per the prices agreed upon by both Parties herein and as contained in Appendix A attached hereto and incorporated herein by reference. The prices reflected in said invoice shall be comprised of the direct and indirect costs incurred by Brown County, as well as any pass-through charges associated with its contracted HHW disposal responsibilities, hereunder.

### **HOLD HARMLESS AGREEMENT**

Calumet County hereby agrees to release, indemnify, defend and hold harmless Brown County, the Brown County Solid Waste Board, Brown County officials, officers, employees and/or agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type



or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed directly or indirectly by reason of personal injury, death, property damage or other liability alleged or proven resulting from or arising out of the acts or omissions of Calumet County personnel and/or Calumet County residents accessing the Brown P&RR Facility or any related facility thereof pursuant to this MOU and the subsequent disposal of Calumet County HHW materials.

Neither Brown County nor Calumet County waive and specifically reserve their right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

This MOU shall not take effect until Calumet County has provided Brown P&RR with proof of insurance acceptable to the Brown County Risk Manager. Said acceptance by the Brown County Risk Manager shall be evident by her written confirmation thereof.

If the performance of any part of this MOU is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, notice shall be given as soon as practicable to the other Party indicating the nature of such conditions and the extent of the delay. The Party giving said notice shall do everything possible to resume performance in as timely a manner as reasonably possible.

Any notice, demand or communication under this MOU by any Party to the other Party shall be given or delivered personally, delivered by first class mail, registered or certified mail, postage paid, return receipt requested, or by facsimile as follows:

CALUMET COUNTY: Mary Kohrell  
Calumet County UW-Extension  
206 Court Street  
Chilton, WI 53014  
Phone: (920) 849-1450  
Email: Kohrell.Mary@co.calumet.wi.us

BROWN COUNTY: Chris Blan  
Brown County Port & Resource Recovery  
2561 S. Broadway  
Green Bay, WI 54304  
Phone: (920) 492-4954  
Email: Blan\_CH@co.brown.wi.us

The above addresses or designated Parties may be changed at any time by either Party upon the giving of notice in writing in the manner provided above. The provisions of this MOU are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the MOU shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the MOU.

All Parties have contributed to the drafting of this MOU. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or

conclusion drawn whatsoever against any Party by virtue of that Party having drafted the document or any portion thereof.

This document including Appendix A constitutes the entire MOU by and between Brown County and Calumet County. This MOU shall be governed by the laws of the State of Wisconsin. This MOU may be modified or amended only by written amendment duly executed by and between the Parties herein.

All indemnification and hold harmless obligations shall survive the expiration or termination of this MOU.

All rights and remedies hereunder are cumulative, and not exclusive, and shall be in addition to all other rights and remedies provided by applicable law. Failure to exercise or delay in exercising any right or remedy hereunder shall not operate as a waiver thereof, nor excuse future performance. No waiver, discharge or renunciation of any claim or right arising out of a breach of these terms and conditions shall be effective unless in writing signed by the Party so waiving. Any waiver of any breach shall be a waiver of that breach only and not of any other breach, whether prior or subsequent thereto.

All Parties executing this MOU do further hereby state that they have the authority to execute this MOU on behalf of the respective Parties herein.

**CALUMET COUNTY**

By: \_\_\_\_\_  
Todd Romenesko, County Administrator

Date: \_\_\_\_\_

**BROWN COUNTY**

By: \_\_\_\_\_  
Troy Streckenbach, Brown County Executive

Date: \_\_\_\_\_

# Appendix A

## Brown County 2015 VSQG & HHW Pricing

	Waste Stream	Total Cost	Unit
<b>Flammable</b>	Aerosols	\$ 1.55	LB
	Flammable Liquids	\$ 0.65	LB
	Flammable Liquids (DM55)	\$ 85.00	DM
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	Paint (Latex & Oil Based)	\$ 0.70	LB
	Paint (Latex & Oil Based)	\$ 125.00	DM
	Paint Related Material	\$ 1.10	LB
	Resins	\$ 2.25	LB
<b>Corrosive</b>	Acids/Base Bulk (DF5)	\$ 47.00	DM
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	Acids/Base Lab Pack	\$ 1.60	LB
	Unlabeled Acid/Base Lab Pack	\$ 2.25	LB
<b>Reactive</b>	Alkali & Alkali Earth Metals	\$ 250.00	LB
	Oxidizers	\$ 3.75	LB
	Peroxides	\$ 9.00	LB
	Water Reactive	\$ 12.50	LB
<b>Toxic</b>	Dioxins	\$ 500.00	DM
	Halogenated Solvents	\$ 1.30	LB
	Halogenated Solvents (Bulk)	\$ 106.00	DM
	Pesticides	\$ 1.80	LB
	Poisons (P-listed and mercury compounds)	\$ 8.75	LB
<b>Universal Wastes</b>	Antifreeze	\$ 0.50	LB
	Batteries - Alkaline	\$ 1.25	LB
	Batteries - Lead/Acid	NC	LB
	Batteries - Lithium (single use)	\$ 8.25	LB
	Batteries - Rechargeable	\$ 0.60	LB
	Bulbs, Broken	\$ 1.15	LB
	Business Electronics	\$ 0.70	LB
	Fluorescent Bulbs (<=4')	\$ 0.70	EA
	Fluorescent Bulbs (> 4')	\$ 0.80	EA
	HID/Low Pressure Sodium	\$ 1.50	EA
	Incandescent Bulbs	\$ 0.65	EA
	Lead Acid Batteries	\$ -	EA
	Mercury, All Other	\$ 15.00	LB
	Oil, Drain	\$ -	LB
	Residential Electronics	\$ 0.20	LB
	Used Oil Filters	\$ 0.50	EA
<b>Miscellaneous</b>	Ballast - Non-PCB	\$ 0.80	LB
	Ballast - PCB	\$ 1.40	LB
	Cooking Oil	\$ 0.45	LB
	Gas Cylinders	*	EA
	Information Media	\$ 0.40	LB
	Spill Debris	\$ 1.20	LB
	Unknown Fingerprinting	\$ 30.00	EA

\* Prices vary. Call 920-492-4954 for Details.

August 15, 2014

**Business/VSQG material accepted by appointment only.**

# **Port and Resource Recovery Department**

## **Director's Report**

### **March 23, 2015**

#### **Recycling Compactor and Building Expansion –**

Date	Activity
1/19 and 1/26/15	Advertised last two weeks of January
1/29/15	Mandatory Site Visit
2/2/15	Questions Due
2/10/15	Bid Due
2/16/15	Solid Waste Board
2/23/15	Planning, Development and Transportation
3/18/15	County Board
4/6/15	Award
5/1/15	Project construction begins
6/30/15	Completion

**Renard Island** - Brown County is still working on a permanent easement to access the causeway in compliance with Corps requirements. The Corps has requested in writing a timeline for complying with Corps requirements. Brown County will need to respond in writing in the near future. No response from Corps regarding Michael, Best and Friedrich, LLC legal opinion on the revocability of a chapter 30 vs. lakebed grant. Staff is working on causeway chapter 30 and Renard Island closure closeout documents.

**Environmental Dredging in the Port Area** - The USEPA and WDNR have responded unfavorably to our letter opposing additional caps in the Green Bay Harbor. Focus will change to working with the regulators and project on case-by-case basis.

**South Landfill/Resource Recovery Park Project** - Effort will be completed in April or May. Technical memos are being completed on a variety of topics.

**Recycling Markets** – Commodity prices have dropped to 2007 levels as oil cost have declined significantly over the past six months. Brown County has dropped the payment of \$15/ton to \$0/ton for municipal recyclables under contract. Hopefully market will rebound and not further decline. Any further decline and Brown County will have to begin charging, which has not occurred for many years.

**Solid Waste Agreements** – Brown County received a signed solid waste management services agreement from the City of Green Bay for 5-years.

**Fox River Fiber Notice of Claim** – Corporation Counsel has received a notice of claim from Fox River Fiber. Alternative daily cover limits at the Outagamie Landfill are set by WDNR at 12.5% of municipal solid waste. The limit reduced the allowable sludge used as ADC from 70,000 to 50,000/ton/yr. By contract Fox River Fiber can only deliver sludge to BOW used as ADC. Brown County believes neither party is in breach of contract.

**Daylight Restrictions by Western Pilots** – Staff learned from meetings with ship agents and freight forwarders in Chicago during the Fall that the Western Pilots Association has a daylight restriction on foreign vessels moving through the port while domestic and Canadian captains do not. This is significant additional cost of doing business. Phone and written communication to the pilots and Coast Guard has occurred. Coast Guard is engaged and supports eliminating the daylight restriction.

**2015 Port Symposium** – Will be held April 17, 2015 at the Titletown Tap Room from 930am to 1:00pm. Your attendance is appreciated.

**Open Position From  
Port and Resource Recovery Department  
March-15**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason

# **Request for Proposal (RFP)**

**For**

**Brown County Austin Straubel International Airport  
Parking Access and Revenue Control System Parking Lot  
Project # 1940**



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***Posting Date:* April 16, 2015**

***Response Deadline:* May 15, 2015**

**3:00 PM**

**Local Time  
CST**

**To:**

**Brown County Purchasing Department**

**305 E. Walnut Street, Green Bay, WI 54301**

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## RFP PROJECT DETAILS

### 1. General

It is the intent of Brown County to contract with a contractor/vendor, hereafter referred to as the "Contractor". All contractors are responsible for any addendums issued for this project. When an open project is posted on the Onvia website, Addendum notifications will automatically be sent if potential vendors are registered on the Onvia website. No notification will be sent when addendums are published to the Brown County website.

### 2. Contract Term

The term of contract will be from July 1, 2015 through October 31, 2015.

### 3. RFP Tentative Project Timeline

Please Note: Dates listed in the below table are dates for planning purposes, and to represent the County's desired timeline for implementing this project. Any revision to the Due Date for vendor submission requirement will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

Item	Date	Time (CST)
Standing Committee: Recommended for Approval by PD&T Committee	March 23, 2015	
County Board Approval to Post RFP	April 15, 2015	
RFP Published	April 16, 2015	
<b>RFP Non-Mandatory Site Visit</b>	<b>April 29, 2015</b>	<b>10:00 AM</b>
<b>RFP Questions Due</b>	<b>May 4, 2015</b>	<b>3:00 PM</b>
RFP Questions & Answers Published	May 7, 2015	3:00 PM
<b>RFP Responses Due from Vendors</b>	<b>May 15, 2015</b>	<b>3:00 PM</b>
Preliminary RFP Review to address potential budget issues	May 18, 2015	3:00 PM
Selection Team Kickoff Meeting	May 19, 2015	
Preliminary Scoring Meeting from proposal review	May 29, 2015	
Product DEMOs	June 1 – 19, 2015	
Reference Checks, if Required	June 1 – 19, 2015	
Consensus Scoring Meeting	June 19, 2015	
Send out Thank You & Intent to Award Letters	June 19, 2015	
Contract Negotiations / Obtain Signatures	Week of June 22, 2015	
Complete Contract Signing	June 30, 2015	
Contract Term	July 1 – October 31, 2015	

### 4. RFP Non-Mandatory Site Visit: April 29, 2015 at 10:00 AM

Site visits are mandatory based on the date & time listed in the Tentative Project Time Line above	
<b>Potential Vendors meet:</b>	Brown County Austin Straubel International Airport, 2077 Airport Drive, Ste. 18, Green Bay, WI 54313, Large Conference Room, 2 <sup>nd</sup> Floor
<b>Site Visit conducted by:</b>	Tom Miller & Sue Bertrand
<b>Site Visit contact phone number for questions:</b>	(920) 448.7897

Interested contractors that have viewed the work site on a separate occasion are not exempt from this site visit.

### 5. RFP Questions Due: May 4, 2015 at 3:00 PM

**Questions**-All questions related to this project must be in writing and received by the Brown County Purchasing Department, no later than the due date.



- Questions can be delivered via e-mail to: [bc\\_administration\\_purchasing@co.brown.wi.us](mailto:bc_administration_purchasing@co.brown.wi.us)
- Questions MUST be clearly marked in the subject line: "Questions for Project # 1940"

## 6. RFP Questions & Answers Posted Date: May 7, 2015 at 3:00 PM

**Answers** - If any questions are received; answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the Brown County website at: [www.co.brown.wi.us](http://www.co.brown.wi.us) > Departments > Purchasing > Open Projects
- AND on the Demand Star Onvia website at: [http://onviacenter.com/content/demandstar\\_subscriptions](http://onviacenter.com/content/demandstar_subscriptions)

It is the responsibility of all interested vendors to access the web site(s) for project information. Calls for assistance with the web site can be made to (920) 448-4040.

## 7. RFP due Date & Delivery Address Details: May 15, 2015 at 3:00 PM

Responses must be received, dated and time stamped by the due date to Brown County Purchasing no later than the Due Date.

### **Hard & Electronic Copy Document Submission Requirements:**

<b>Hard Copy Proposal Requirements</b>	<b>Electronic Proposal Requirements</b>
Minimum of 7 hard copy sealed proposals, clearly marked with project number, project description, vendor name and address on the outside of the package.	Electronic submission of your proposal can be submitted on your choice of a CD, flash drive or submitted email to <a href="mailto:BC_Administration_Purchasing@co.brown.wi.us">BC_Administration_Purchasing@co.brown.wi.us</a> including the Project # in the subject line.
Each Hard Copy document <u>must</u> exclude pricing. In addition one hard copy of the completed cost form is required.	Electronic submission must include 2 files, one including the proposal that <u>must</u> exclude pricing and another file for the completed cost form.
Package delivered to address specified below:	

- Include all required documents as specified in Section 8 below of this project document.

<b>Delivery Address for DHL, Fed X, Hand Delivery, Mail, UPS, USPS, etc.</b>
<b>Brown County Purchasing Department Project 1940 305 E. Walnut St. 5<sup>th</sup> Floor Green Bay, WI 54301</b>

**Note:** It shall be the responsibility of the sender to ensure vendor project information arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored.

Please make sure the outside package is clearly labeled with the project number and description of the project when mailing vendor project information via a 3rd party delivery service. This ensures the vendor project information can be applied to the appropriate project.

## **8. RFP Format & Submission Requirement**

Any deviation from these requirements may result in Vendor document submission to be considered non-responsive, thus eliminating the vendor from consideration. Vendor project information shall include the following attachments:

- **ATTACHMENT A & B - RFP SPECIFICATIONS, REQUIREMENTS & LAYOUT DETAILS** - Provide specific procedures and explanations where appropriate to each requirement in your document submission.
- **ATTACHMENT D - RFP MANUFACTURER QUALIFICATION SHEET – COMPLETE AND PROVIDE AS INSTRUCTED.**
- **ATTACHMENT E - RFP INSTALLER QUALIFICATION SHEET** – If the installer is different than the manufacturer, provide the completed attachment with your proposal.
- **ATTACHMENT F – VENDOR INFO & MILESTONE PAYMENT** – Complete this attachment listing milestone deliverables, completion dates and requested payment.
- **ATTACHMENT G - RFP SCHEDULE OF PRICING** – Complete this attachment listing your company details and rates with your proposal. Your hard copy submission must be in a separate labeled sealed envelope clearly indicating that it is the completed Schedule of Pricing Attachment G. Your electronic submission must be a separate file clearly indicating that it is the completed Schedule of Pricing Attachment G.
- **ATTACHMENT H - RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION**– Provide attachment if any of part of your document submission to include proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. Prices always become public information when quotes/bids/proposals are opened, and therefore cannot be kept confidential.
- **ATTACHMENT I - RFP ADDENDUM(S) ACKNOWLEDGEMENT**- If Addendum(s) exist for this project, please sign and date the attachment and provide with your document submission.

## **9. Financial Verification**

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject RFBs/RFQs/RFPs based on information obtained through these background checks if it's deemed to be in the best interest of the County.

## **10. Performance Bonds**

Performance/Payment bonds are required for the total amount of the project and required to be obtained by the awarded vendor.

## **11. "Piggyback" Clause**

Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

## **12. Project Demonstration**

As part of the evaluation process, the County reserves the right to ask for a demonstration of products and systems contained within a Vendor's proposal.

## **13. Other**

1. **Cancelled Project Records:** Brown County reserves the right to not disclose records of cancelled project to ensure open and fair competition of future solicitations.

2. **Laws:** All services shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances, OSHA requirements and Standards.
3. **License:** Vendors performing work are required to have a Contractor's License for the state for which the work is to be done. All applicable Licenses for any contractors must be current on the day of Contract execution and throughout the length of the project.
4. **Project Manager:** Vendor shall provide a Project Manager who will act as a single point of contact for Brown County.
5. **Rejection of Proposals:** Brown County reserves the right to accept or reject any or all proposal and to waive any informality in proposal.
6. **Taxes:** Brown County and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.

#### **14. RFP Attachments**

- A. **RFP Specifications & Requirements:** Attachment is a separate PDF file due to the size of the document.
- B. **RFP Parking Lot and Utility/Conduit Layouts:** Attachment is a separate PDF file due to the size of the document.
- C. **RFP Scoring**
- D. **RFP Manufacturer Qualification Sheet**
- E. **RFP Installer Qualification Sheet**
- F. **RFP Vendor Info and Milestone Payments**
- G. **RFP Schedule of Prices**
- H. **RFP Designation of Confidential & Proprietary Information**
- I. **RFP Addendum(s) Acknowledgement:** Brown County reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Contractor and the County.
- J. **RFP Appeals**
- K. **Contract Insurance Requirements**
- L. **Brown County Professional Contract TEMPLATE:** Vendors submitting project documents must review the Professional Contract Template. If no objections are raised it shall be expected that the contractor agrees to the terms and conditions as stated as indicated on the cost sheet.

## ***ATTACHMENT C: RFP SCORING***

Responses to this project will be evaluated according to the following:

### ***1. Project Evaluation Process***

The following steps will be observed in the evaluation of Prospective Vendor Document Submissions:

- Brown County will establish a project scoring team.
- Document Submissions will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements or being over-budget will result in the submission to be eliminated from consideration.
- The project scoring team will review all Document Submissions received and score the in accordance with the predefined scoring methodology.
- Composite scores will be developed summarizing the individual scoring efforts of each selection team member.
- References, oral presentations and/or interviews are optional. If the scoring team determines it is in the best interest of the County, prospective vendors will be notified and given a proposed date and time. The final ranking will then be included in the scores.
- Prospective Vendors will be ranked by composite score with the highest score determining vendor award.

### ***2. Project Scoring Methodology***

The following is a summary of the project evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor document submissions. Points will be awarded on the basis of the following factors:

Scoring Criteria	Points
1. RFP Response Technical Completeness & Specification Compliance	35
2. Post Installation Qualifications/Service/Maintenance	25
3. Pricing (Attachment ) *	30
4. Demonstrations & References & Interview (Attachment E)	10
Total	100

*\*Pricing is not shared with the scoring team until after they have submitted their scores to prevent influencing their ability to score the other criteria.*

### ***3. Project Scoring Criteria***

The evaluation factors to be used in the project scoring are described below:

1. ***RFP Response Technical Completeness & Specification Compliance*** – Prospective Vendor Submissions will be evaluated on specification compliance, clarity of explanations, detail in answers, etc.
2. ***Post Installation Qualifications/Service/Maintenance*** – Prospective Vendor Submissions will be evaluated on post system qualifications, e.g. warranty, maintenance & service availability etc.
3. ***Pricing*** – Prospective Vendor Submissions are scored using a formula with the lowest price submitted being given the highest score. Pricing will be calculated for the entire term of the contract.
4. ***Demonstrations & References & Interview***– The top 2 or 3 responders may be invited to give an on-site or web demonstration of their system. These demonstrations will be scored based on the system's ability to meet the specification requirements plus perceived ease of navigation and use of the system. System errors occurring during the demo will be noted and will be reflected in the scoring. Demos must be of the proposed version of the system (not a future release) and must run on the proposed platform References will likely be checked for the finalists only, based on the recommendation of the Scoring Team.

## ATTACHMENT D: RFP MANUFACTURER QUALIFICATION SHEET

Provide a list of three airport parking facility clients that you have completed similar project of similar scope.  
Please verify that your contact person listed is accurate and still employed with the company.

Airport Facility #1									
Airport Name:									
Street Address:									
City:						State:		Zip:	
Contact Person Name:				Job Title:					
Contact Phone Number:			Contact Email Address:						
Project Installation Date:					# of Exit Lanes:				
Description of equipment and quantities:									
Airport Facility#2									
Airport Name:									
Street Address:									
City:						State:		Zip:	
Contact Person Name:				Job Title:					
Contact Phone Number:			Contact Email Address:						
Project Installation Date:					# of Exit Lanes:				
Description of equipment and quantities:									
Airport Facility#3									
Airport Name:									
Street Address:									
City:						State:		Zip:	
Contact Person Name:				Job Title:					
Contact Phone Number:			Contact Email Address:						
Project Installation Date:					# of Exit Lanes:				
Description of equipment and quantities:									

## **ATTACHMENT E: RFP INSTALLER QUALIFICATION SHEET**

*Provide a list of clients that you have completed similar project of similar scope.*

*Please verify that your contact person listed is accurate and still employed with the company.*

<b>Reference #1</b>											
Agency Name:											
Street Address:											
City:						State:			Zip:		
Contact Person Name:					Job Title:						
Contact Phone Number:				Contact Email Address:							
Project Installation Date:				# of Exit Lanes:							
<b>Description of equipment and quantities:</b>											
<b>Reference #2</b>											
Agency Name:											
Street Address:											
City:						State:			Zip:		
Contact Person Name:					Job Title:						
Contact Phone Number:				Contact Email Address:							
Project Installation Date:				# of Exit Lanes:							
<b>Description of equipment and quantities:</b>											
<b>Reference #3</b>											
Agency Name:											
Street Address:											
City:						State:			Zip:		
Contact Person Name:					Job Title:						
Contact Phone Number:				Contact Email Address:							
Project Installation Date:				# of Exit Lanes:							
<b>Description of equipment and quantities:</b>											

## **ATTACHMENT F: VENDOR INFO & MILESTONE PAYMENTS**

Payment to Contractor shall be made upon Milestone Completion dates acceptable to Brown County.  
Please complete the below Milestone Deliverables, Completion Dates and related Payments:

### ***Vendor Information***

COMPANY PHYSICAL LOCATION INFORMATION								
Legal Name:								
Address:								
City:		State:		Zip:				
Phone:		Fax:						
Federal ID #:		Website:						
COMPANY REMIT INFORMATION (where to send invoice, if different than above)								
Billing Name:								
<i>Name to print on check, if different than above</i>								
Address:								
City:		State:		Zip:				
Accounts Payable Contact:		Phone:						
Accounts Payable Email:		Payment Terms:						
CONTACT INFORMATION / SALES REPRESENTATIVE RESPONSIBLE FOR SETTING UP PRESENTATIONS, DEMONSTRATIONS AND/OR INTERVIEWS								
Sales Rep Name:		Sales Rep Title:						
Sales Rep Phone Number:		Sales Rep Email:						
CONTACT INFORMATION / PROJECT MANAGER								
Project Manager Name:		Title:						
Address:		City:						
City:		State:						
Phone:		ZIP:						
Email:		Fax:						
CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT								
Contract Signer Name:		Title:						
Address:		City:						
City:		State:						
Phone:		ZIP:						
Email:		Fax:						

Does your Company accept MasterCard Credit Card for payment? YES NO (Circle one)

Comments:	
-----------	--

Does your Company accept the Brown County Standard Contract? YES NO (Circle one)

Comments:	
-----------	--

Based on contract award date of 7/1/2015 and contract completion of 10/31/2015, input the following details:

Milestone Deliverable	Milestone Completion Date	Payment \$
Final 10% payment upon signed off completion agreement between awarded vendor and BC		



## ***ATTACHMENT G: SCHEDULE OF PRICES***

### **1.1 ID ITEMS**

**A. Complete PARCS System:**

LUMP SUM CONTRACT PRICE \_\_\_\_\_  
(use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(figures)

**B. Complete PARCS System Communication & Power Cabling:**

LUMP SUM CONTRACT PRICE \_\_\_\_\_  
(use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(figures)

**C. Complete Reconstruct Entrance & Exit Islands and Lanes, including Demolition and Conduit Replacement:**

LUMP SUM CONTRACT PRICE \_\_\_\_\_  
(use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

**D. Alternate 1: AVI Credential in lieu of Proximity Card:**

LUMP SUM PRICE (three lanes) \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

**E. Add Barcode Readers to each ENS & EXS:**

LUMP SUM PRICE (nine lanes) \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

**F. Integrate ability to collect ZIP code data manually:**

LUMP SUM PRICE \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

**G. New LPI:**

LUMP SUM PRICE \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

H. Post Warranty Five Year Maintenance Contract:

LUMP SUM PRICE PER YEAR \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

I. Frequent Parker Software:

LUMP SUM PRICE \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

J. Loop Detectors saw cut into existing concrete slab:

LUMP SUM PRICE (each loop detector) \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

K. Recommended Spare Parts:

1. Name and function of spare part:

a. Recommended stock (units):

UNIT PRICE \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

2. Name and function of spare part:

a. Recommended stock (units):

UNIT PRICE \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

3. Name and function of spare part:

a. Recommended stock (units):

UNIT PRICE \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

4. Name and function of spare part:

a. Recommended stock (units):

UNIT PRICE \_\_\_\_\_  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Use words)  
(Figures)

5. Name and function of spare part:

a. Recommended stock (units):

UNIT PRICE \_\_\_\_\_  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Use words)  
(Figures)

6. Name and function of spare part:

a. Recommended stock (units):

UNIT PRICE \_\_\_\_\_  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Use words)  
(Figures)

7. Name and function of spare part:

a. Recommended stock (units):

UNIT PRICE \_\_\_\_\_  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Use words)  
(Figures)

8. Name and function of spare part:

a. Recommended stock (units):

UNIT PRICE \_\_\_\_\_  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Use words)  
(Figures)

9. Name and function of spare part:

a. Recommended stock (units):

UNIT PRICE \_\_\_\_\_  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Use words)  
(Figures)

10. Name and function of spare part:

a. Recommended stock (units):

UNIT PRICE \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

11. Name and function of spare part:

a. Recommended stock (units):

UNIT PRICE \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

12. Name and function of spare part:

a. Recommended stock (units):

UNIT PRICE \_\_\_\_\_  
(Use words)  
\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Figures)

**Brown County  
Airport  
Budget Status Report  
December-14**

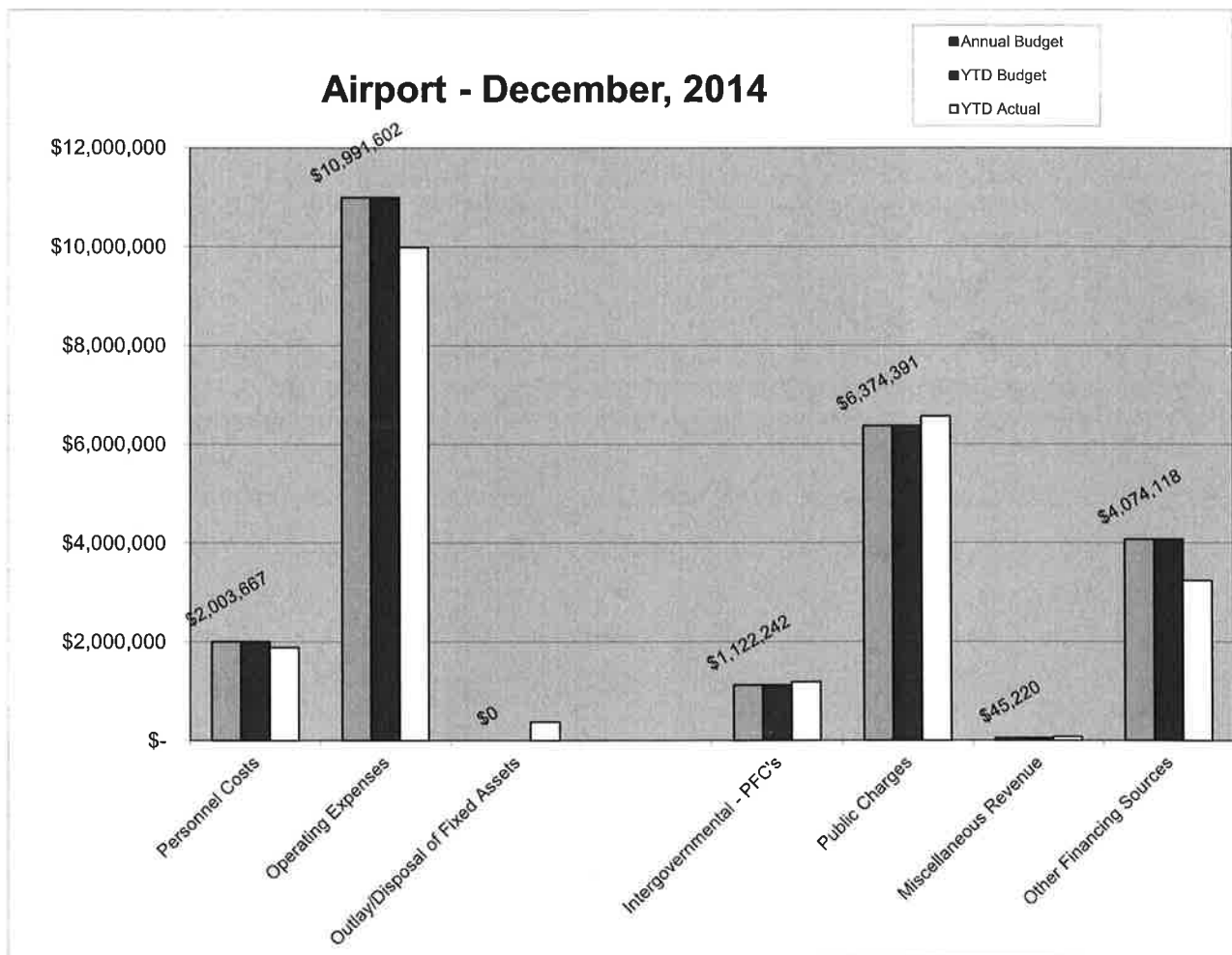
	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$2,003,667	\$2,003,667	\$1,886,415
Operating Expenses	\$10,991,602	\$10,991,602	\$9,989,484
Outlay/Disposal of Fixed Assets	\$0	\$0	\$375,101
Intergovernmental - PFC's	\$1,122,242	\$1,122,242	\$1,183,348
Public Charges	\$6,374,391	\$6,374,391	\$6,568,734
Miscellaneous Revenue	\$45,220	\$45,220	\$72,242
Other Financing Sources	\$4,074,118	\$4,074,118	\$3,237,525

**HIGHLIGHTS**

Unaudited Airport revenue for 2014 ran just over \$11-M. The greatest deficiency, from the budget resulted from the late start on the Customs Facility, which resulted in fewer grant dollars being recorded.

Expenses for the year were approximately \$750,000 under budget. The deficit was cut by \$2.2-M over 2013, and 2015 revenue enhancements should further cut or eliminate the deficit this year.

Year End	Pax On	% (+/-)
2014	312,626	+ 2.2%
2013	305,753	





## ***2014 Annual Report***

## Austin Straubel International Airport 2014



When it comes to serving our customers, we believe the airport is the front door to Northeast Wisconsin. Austin Straubel International Airport (GRB) in Green Bay is the first thing many visitors see when they arrive in our community and it is their last experience when they leave.

Flying in and out of a smaller airport like Green Bay offers many advantages to travelers, including:

- It is easier and quicker to park, check-in, and clear security than many large airports.
- It is less intimidating and confusing than large airports.
- There is easy access to the airport from the north, west and south as we are served by major Interstates and highways.

Austin Straubel International is owned and operated as an Enterprise of Brown County Government and has a lot to offer area travelers, as you will see in this report. Some notable airport facts include:

- GRB is the ***state's third largest airport***, serving all of Northeast Wisconsin and portions of Michigan's Upper Peninsula.
- The airport is ***an economic driver*** in the community. The airport currently contributes more than \$111 million to the economy of Northeast Wisconsin.
- Austin Straubel is an international port of entry (Port Code 3703), with a U.S. Customs and Border Protection office located within the main terminal. GRB is ***one of only two commercial airports in Wisconsin with Port of Entry status***. Our location on the Great Circle Route from Europe and Asia offers a convenient first stop for international corporate travelers headed into the nation's "heartland."



## ASIA customers are served by three major airlines:



From Austin Straubel, passengers can get anywhere in the world.

### Direct and non-stop destinations include:

#### **ATL - Hartsfield-Jackson International Airport – Atlanta, GA**

Two flights daily, (2<sup>nd</sup> non-stop flight began 4/1/14)

#### **DTW – Detroit Metropolitan Wayne County Airport – Detroit, MI**

Four to six flights daily depending on season

#### **MSP – Minneapolis-St. Paul International Airport – Minneapolis, MN**

Four to six flights daily depending on season

#### **ORD – Chicago O’Hare International Airport – Chicago, IL**

Nine flights daily

In addition, two ***Fixed Based Operators (FBO)*** are located at Austin Straubel International Airport; serving both domestic and international, corporate/general aviation activity. Nearly 32,000 general aviation operations occur at GRB annually.



**Jet Air Group – Signature Select™** offers a full complement of FBO services and ground support. In October 2014, Jet Air opened a third hangar. The 36,000 sq. ft. facility it is the largest heated hangar in Northeast Wisconsin. Jet Air is the Preferred Provider of the Green Bay Packers.

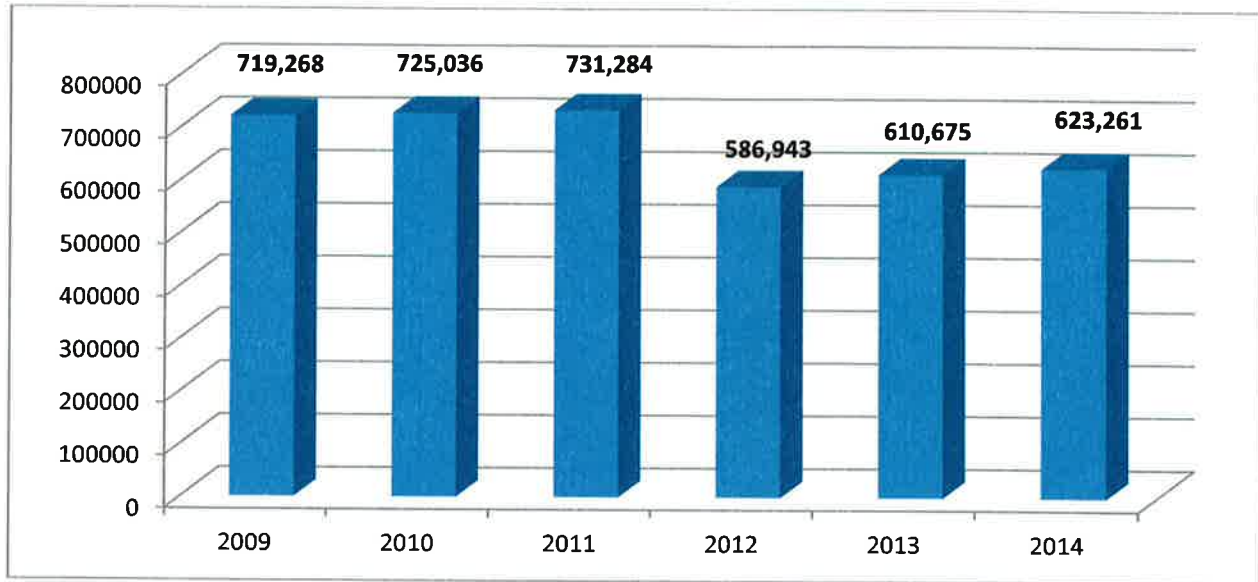


**Executive Air** offers a full array of FBO services and ground support. Executive Air was voted the #1 Star FBO in the Pilot’s Choice Awards.



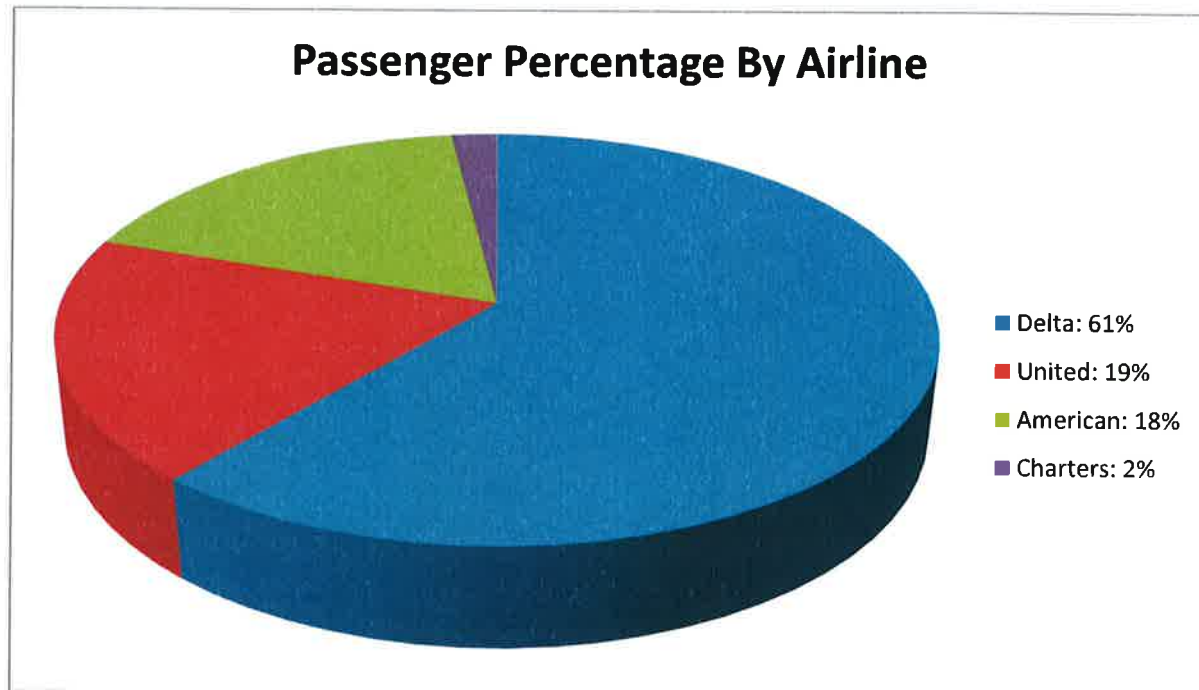
## Austin Straubel International Passenger Numbers

In 2014, Austin Straubel International Airport saw a growth in passenger traffic that can be attributed to several factors, including a slowly improving economy and additional passenger seat capacity by Delta, American and United Air Lines.



## Passenger Percentage by Airlines

Delta Air Lines remains, by far, the predominant carrier; capturing 61% of travelers utilizing Austin Straubel.



## **ASIA Initiative: Austin Straubel Commerce District**

Brown County and Austin Straubel International Airport offer one of the country's best locations for business expansion. All transportation modes, including air, rail, highway and seaport, are easily accessible.

In summer 2014, Brown County Executive Troy Streckenbach announced the creation of a new business park at Austin Straubel International Airport. The Austin Straubel Commerce District (ASCD) offers prime retail and office property for lease with convenient access to I-43, US 41, Hwy. 172, the Port of Green Bay and Austin Straubel International Airport.

In the first phase of ASCD development, eight parcels of land along Hwy. 172 and Packerland Drive are being offered for business development. The parcels can accommodate a wide range of uses in sizes ranging from 3 to 23 acres. The location is perfect for retail operations or office buildings, with easy access to the highway system.

With significant economic development occurring on the west side of Brown County, the ASCD will complement those economic development efforts and strengthen the airport's global reach.

In addition, Brown County Foreign Trade Zone (FTZ) No. 167 is located on and around ASIA, which helps businesses more effectively compete in a world-wide marketplace. FTZ advantages can include deferral or elimination of duty, lower duty rates and potential for avoidance of quota restrictions

A new page on the airport's website provides additional details about the Austin Straubel Commerce District. Go to: [flygrb.com](http://flygrb.com) and click on the "available property" tab.



## ASIA Initiative: International Arrivals Terminal



Brown County and Austin Straubel International Airport leaders held a wall demolition ceremony in September 2014 to mark the start of construction of a new \$4.3 million stand-alone International Arrivals Facility. The facility, which will process international arrivals including private and corporate aircraft, will be located at the airport's former firefighting facility. The building will be remodeled and repurposed to meet U.S. Customs and Border Protection (USCBP) safety and security requirements.



*Left to right:* Wisconsin Congressman Reid Ribble, CBP Green Bay Port Director Chad Shulfer, Brown County Executive Troy Streckenbach and Airport Director Tom Miller take part in the wall demolition ceremony.

More than 400 international flights annually clear customs at Austin Straubel. The new terminal will provide a permanent facility for CBP personnel and provide room to accommodate a growing number of international flights. Looking to the future, if GRB is able to secure additional customs staffing, the airport will be able to expand the arrivals facility and develop a full-service Federal Inspection Station (FIS) for commercial international operations.

Funding for the International Arrivals Terminal comes from several sources, including the Federal Aviation Administration, Wisconsin-DOT-Bureau of Aeronautics, as well as Brown County. The project is expected to be completed in July 2015.

## **ASIA Initiative: Ramp Expansion Project**

General aviation services at the airport are an important part of the airport's overall operations. Many of the private aircraft that come to the airport are nearly as large as commercial regional jets, so there is a need for additional space as well as a more efficient traffic flow pattern.

In the first quarter of 2014, the third phase of a planned expansion of the East General Aviation Ramp at Austin Straubel International Airport began. The 65,220 square foot addition to the ramp, completed in July 2014, includes a connector taxiway leading to a main runway. Located near Jet Air, the area provides approximately 245,000 square feet of pavement for parking aircraft. That amounts to more than 5-1/2 acres of space; roughly the size of four football fields.

The total project cost for the expansion, including engineering, construction, management and state administration costs was approximately \$1 million. The state funded 80 percent of the project with the airport/county paying for the other 20 percent.

It is a good investment in the airport and our local economy. The plane owners buy fuel and other services from our general aviation providers as well as use local hotels, restaurants, gas stations and the like. The planes carry a wide variety of people including business people who are coming or going to meetings for our locally-based companies; representatives of firms that are searching for new business locations; and football fans coming to Packers games.

## **ASIA Initiative: Air Service Development**

In 2014, the county and the airport continued an ambitious effort to involve community and business leaders in developing new air service. In 2012, much of the ground work was laid for this effort, which began seeing impressive results in 2013 and into 2014.

The number one desired destination by area business travelers had long been Atlanta's Hartsfield-Jackson International Airport. Not surprising, given that from Atlanta, Delta operates almost 1,000 peak-day departures to more than 200 destinations worldwide.

Working with the Green Bay Area Chamber of Commerce, the Greater Green Bay Area Convention and Visitors Bureau, the Green Bay Packers and area business and tourism leaders, ASIA was able to secure a daily non-stop flight to/from Atlanta in June 2013. It was such a success, that Delta added a second daily non-stop flight from GRB to Atlanta in the spring of 2014, and increased the size of the aircraft, to accommodate additional passengers



Work is now underway to secure a nonstop flight to either Dallas or Denver as both are main hubs that are desired by area business. Once again, a coalition of organizations is working together to make that happen.

## **ASIA Initiative: Emergency Airport Disaster Drill**

After more than a year of planning, a Full Scale Emergency Airport Disaster Drill was held at Austin Straubel Airport on August 20, 2014.

One of the challenges of any crisis that may occur at an airport is that there are many different public safety departments involved, as well as federal and state agencies and the airlines. Additionally, assistance is needed from local hospitals and social service agencies. Representatives from all of these entities were brought together for the drill, which are conducted once every 3-years. More than 160 community volunteers also participated in the drill in a variety of roles including mock passengers, family coordinators and mock media.



As Brown County Executive Troy Streckenbach noted, "Safety and security of residents and visitors to Brown County is always a top priority. For agencies to engage in this exercise with Brown County Emergency Management and the Airport is critical to provide controlled responses under extremely stressful circumstances. No one can ever truly plan for the unexpected disaster but open communications and respect of the process among all agencies is a critical step for all involved."

A key focus of the drill was assessing communication across all lines to determine where improvements could be made. Team leaders provided valuable feedback as did observers from other emergency management agencies in the area. While the feedback reports are now being compiled, reviewed and assessed in order to develop improvement plans, overall, the general consensus was that there was good coordination among participants with some areas needing more streamlined and efficient lines of communication.

## ASIA Initiative: 5K GRB



More than 1,800 people took part in a new and completely different kind of 5K run/walk on September 13, 2014. The “Prevea 5K GRB” offered an opportunity to do something that has never been done before at GRB: run or walk on a runway. The course started on a runway, then took runners/walkers on an airport taxi way and wrapped up with a run through a line of aircraft and into Jet Air’s new hangar for a tailgate party featuring Packers alumni. Proceeds benefitted the Wounded Warrior Project.

Austin Straubel International Airport representatives were involved in helping plan and coordinate the community event. “It was a wonderful opportunity to have the community come in and see the airport from a different perspective,” said Assistant Airport Director John Reed.



## GRB: In the News



Visitors to Austin Straubel International Airport view the ARTgarage of Green Bay's "Art Meets Heart" community mosaic project located in Concourse B.

GRB has made it a point to elevate its profile among business and leisure travelers as well as with the community at large.

The media is routinely invited to cover major initiatives as they are announced, such as the Austin Straubel Commerce District, the ramp expansion, the International Arrivals Terminal and air service developments. The Airport, and its two FBOs, are frequently used as news conference locations for announcements made by federal, state and local officials; providing additional recognition and

awareness. The media also turns to airport leadership for information about air transportation issues and trends.

Community events and activities are held at GRB throughout the year, including the inaugural 5K GRB run/walk, a community Health Fair, an "Art Meets Heart" community art project and other activities, all of which are promoted and publicized. The response has been very positive, generating hundreds of online, print and broadcast "earned media" coverage.



During 2014, more than 320 news stories appeared in a wide variety of NE Wisconsin media (broadcast, traditional, trade and online) as well as southeast Wisconsin media and trade/business publications. The Ad Value Equivalency (what the coverage would have cost had it been paid advertising) was in excess of \$779,276.

## **Austin Straubel International Airport Challenges**

Like other airports of similar size throughout the nation, Austin Straubel International Airport faces a number of challenges. These include:

### ***Financial Sustainability***

Airlines have taken a course which has drastically reduced the number of passenger seats out of smaller markets across the country. As a direct result of the capacity constraints, air fares in these markets have grown significantly. For the airlines, this has resulted in significant profitability; while airports, with fewer passengers and ancillary income (concessions, parking, Passenger Facility Charge (PFC) and Airport Improvement Program (AIP) dollars from the FAA) are working to develop additional revenue sources.

There are a number of potential solutions to this challenge, including the Austin Straubel Commerce District (ASCD) announced in the summer of 2014, which could provide lease/rental income. Several aeronautical revenue sources are also being explored and have the potential of generating additional dollars for the airport. The diversified revenue stream should make the airport less dependent on airline passenger service revenue sources.

### ***Maintaining and growing air service***

With assistance from the Convention and Visitors Bureau, Green Bay Area Chamber of Commerce, and the business community, the airport has actively solicited a number of airlines to provide commercial passenger service to Northeast Wisconsin at Austin Straubel.

In 2014, due to strong passenger demand, Delta Air Lines added a second non-stop flight to Atlanta. Efforts are currently underway to secure non-stop service to Dallas and/or Denver via United or American Airlines.

Also in 2014, Delta and United Air Lines worked with the airport to accommodate additional passenger traffic on days following Green Bay Packers home games, by substituting larger aircraft which could handle nearly twice the passenger traffic compared to a normal day. This brought additional revenue to the airport as well as the community.

### ***Competitive pressures***

The air service market in Wisconsin is very competitive. Communities are fighting for each and every passenger to improve their financial position. For many years Austin Straubel had maintained approximately 75 percent of all of the passenger traffic in the defined air trade area. *(Continued next page)*



In recent years, due to several discount carriers artificially lowering fares, approximately 39 percent of the Green Bay traffic was traveling about 120 mile to MKE; strictly due to lower cost. However, recent fare studies are seeing the gap in fares starting to shrink and, as that gap shrinks, it drives more and more people back to utilizing their local airport, GRB.

## **Looking Ahead to 2015**

There are many positive factors and attributes that will allow the airport to continue to move forward to meet the needs of area business and leisure travelers as well as expanding the airport's role as a driver of economic development. These positive factors and attributes include, but are not limited to:

- An experienced, dedicated management team
- A strategic financial plan has been formulated to preserve the fiscal sustainability of the airport
- Well maintained facilities
- Community support for the airport, including strong business support for projects such as the International Arrivals Terminal and the expansion of air service
- Strong and pro-active Congressional, state and local government support

### ***Among the initiatives that ASIA will work on in 2015:***

- Completion and opening of the new International Arrivals Terminal
- Upgrading the airport parking lot revenue control system
- Continued work to secure additional USCBP personnel in order to begin offering commercial international travel
- Maintaining and expanding air service to key hubs/destinations
- Continued development of the Austin Straubel Commerce District
- Expanding our strong relationships with business, community and government leaders

# Airport Balance Sheet

Account Description	Current Year	Prior Year
---------------------	--------------	------------

## Assets

Cash on hand	4,573.00	12,119.00
Petty cash	50.00	50.00
Dep w/ fiscal agents unrestrict	.00	.00
Equity in cash	.00	.00
Equity in cash Cash clearing	5,785,833.60	6,175,458.12
Cash restricted PFC	205,954.84	200,029.45
Accounts receivable	455,955.80	382,913.26
Accounts receivable Capital contributions	.00	.00
Prepaid expenditures	25,625.00	20,482.60
Land	8,865,119.94	8,865,119.94
Land - improvements	79,599,469.21	78,240,165.43
Accum deprec - land improvements	(42,413,851.56)	(38,837,741.83)
Buildings	50,668,718.65	50,668,718.65
Building improvements	3,229,491.96	4,244,730.05
Accum deprec - bldg improvements	(2,326,680.74)	(2,714,147.92)
Accum deprec - buildings	(16,336,474.86)	(15,095,741.16)
Equipment	13,224,195.87	10,307,779.73
Vehicles	652,874.75	2,920,653.37
Accum deprec - equip & vehicles	(8,117,690.60)	(7,518,654.41)
Construction work in progress	1,901,440.48	102,299.64
Capital Asset Clearing	.00	.00
Deferred charges Unamortized	.00	.00
<b>ASSETS TOTALS</b>	<b>\$95,424,605.34</b>	<b>\$97,974,233.92</b>

## LIABILITIES AND FUND EQUITY

### LIABILITIES

Accounts payable	229,193.54	290,854.21
Accounts payable Non-System	.00	350.00
Accrued wages payable	49,815.85	50,289.08
Employee vacation rights Short-term	30,149.45	25,950.94
Employee vacation rights Long-term	.00	.00
Employee vested sick leave Short-term	.00	.00
Employee vested sick leave Long-term	5,042.78	4,454.75
Due to state Conservation license	.00	.00
Due to state Sales tax	10,697.15	10,030.03
Due to local municipalities District property tax	.00	.00
Deposits	.00	.00
Deposits Payee	.00	.00
Deposits Badge and key	22,760.00	19,640.00
Gen obligation bonds payable Short-term	1,420,000.00	1,310,000.00
Gen obligation bonds payable Long-term	12,635,000.00	14,205,000.00
Notes payable Short-term	.00	.00
Accrued interest payable	70,775.30	91,600.71
Deferred gain/loss	.00	.00
Unamortized debt premium Short-term	58,446.12	34,781.28
Unamortized debt premium Long-term	412,766.05	262,173.01
<b>LIABILITIES TOTALS</b>	<b>\$14,944,646.24</b>	<b>\$16,305,124.01</b>

### FUND EQUITY

Unrestricted	6,297,882.71	6,297,882.71
Invested in capital assets	75,371,227.20	75,371,227.20
<b>FUND EQUITY TOTALS Prior to Current Year Changes</b>	<b>\$81,669,109.91</b>	<b>\$81,669,109.91</b>
Prior Year Fund Equity Adjustment	.00	
Fund Revenues	(11,061,849.43)	
Fund Expenses	12,251,000.24	
<b>FUND EQUITY TOTALS</b>	<b>\$80,479,959.10</b>	<b>\$81,669,109.91</b>
<b>LIABILITIES AND FUND EQUITY TOTALS</b>	<b>\$95,424,605.34</b>	<b>\$97,974,233.92</b>

**Departmental Openings Summary**  
**To: Planning, Development and Transportation Committee**  
**From: Airport**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Assistant Airport Director	1/31/2015	Resignation	Hold	Department Reorganization
Buildings & Grounds Maintenance Worker	12/27/2014	Resignation	Hold	Department Reorganization

# BUDGET ADJUSTMENT REQUEST

15-13

## Category

## Approval Level


- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1            | Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2            | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3            | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4            | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)  | County Exec   |
| <input type="checkbox"/> 5 a)         | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)   | Admin Committee                                       |
| <input type="checkbox"/> 5 b)         | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.  | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount   | Oversight Comm <sup>ew</sup><br>2/3 County Board      |
| <input type="checkbox"/> 7            | Any increase in expenses with an offsetting increase in revenue  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 8            | Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9            | Any allocation from the County's General Fund  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

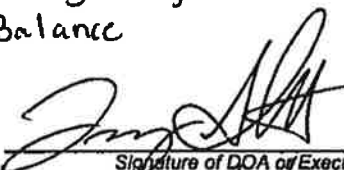
## Justification for Budget Change:

The MHC Demo project is over budget due to not receiving as much salvage revenue as initially anticipated and also because of Public Works-Highway Labor & Equipment being more than initially budgeted (primarily due to having more overtime hours charged to the job as the department had a very heavy winter requiring them to put in a lot of hours for winter maintenance while also trying to complete this project). Public Works-Highway would like to transfer out funds to cover the current overage on this MHC Demo project. Currently we are estimating \$2,500 of unearned salvage revenue for sure to come in 2015. Should more come in, Public Works-Highway should receive a transfer back of any additional salvage revenue earned. There is still \$63,601.25 of budget remaining to construct the shed for Facility Management. Should more funds be required for this a new budget adjustment at that time should be done. In summary, the MHC Demo Project is \$119,845 over budget.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.408.9002	Transfer In	\$119,845
<input checked="" type="checkbox"/>	<input type="checkbox"/>	660.044.001.9003	Transfer Out	\$119,845
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.408.5601.300	Intra-County Charge	\$119,845
<input type="checkbox"/>	<input checked="" type="checkbox"/>	660.3000	Fund Balance	\$119,845

## AUTHORIZATIONS

  
 Signature of Department Head  
 Department: Public Works  
 Date: 2/11/15

  
 Signature of DOA or Executive  
 Date: 2/18/15

### MHC Demo Project Financial Summary

**Salvage Revenues:**

2013	\$	46,077.85
2014	\$	83,225.59
anticipated to come yet '2015	\$	2,500.00
<b>Total Salvage Revenues</b>	<b>\$</b>	<b>131,803.44</b>

**Interest Revenue**

2013	\$	205.92
Estimated '2014	\$	-
<b>Total Interest Revenue</b>	<b>\$</b>	<b>205.92</b>

**Misc Revenue**

2013 Transfer	\$	500,000.00
2014 Insurance Claim	\$	14,896.28
2014 Transfer From Lib Cooling Tower	\$	40,000.00
2014 Transfer From Hwy to MHC Aggregate	\$	215,000.00
<b>Total Misc Revenues</b>	<b>\$</b>	<b>769,896.28</b>

**Total Revenues**

**\$ 901,905.64**

2013 Intra-County Costs	\$	66,551.54
2014 Intra County Costs	\$	321,854.78
2013 Other Costs	\$	303,897.22
2014 Other Costs	\$	265,845.60
2015 Shed Costs Yet	\$	63,601.25
<b>Total Costs</b>	<b>\$</b>	<b>1,021,750.39</b>

**Revenue (Loss)**

**\$ (119,844.75)**

Transfer In From Highway - Budget Adj't Pending 119,845.00

**Revenue (Loss)**

**0.25**

PUBLIC WORKS DEPARTMENT



2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL H. VAN NOIE  
DIRECTOR

Meeting: Planning, Development & Transportation Committee  
Meeting Date: 3/23/15  
Public Works Report

REPORT TO: PD&T Committee

REPORT FROM: Paul Van Noie  
Public Works Director

AGENDA ITEM: Former Mental Health Center Demolition Project – Budget Adjustment

SUMMARY: The requested budget transfer from the Highway Division of Public Works to the Mental Health Demolition Fund (Fund) is \$119,845.

The approved Fund was \$500,000. The unfavorable variance in the amount of \$119,845 (reason for the transfer request) is primarily due to: 1) realizing approximately \$60,000 less revenue than originally estimated; and 2) an unanticipated expense of approximately \$75,000 for generator rental.

Revenue shortfall was principally due to certain items that were estimated to have sales value that did not materialize. Exterior stone, attic lumber, and the boiler represented the bulk of these dollars.

The projected benefit at the time the Fund was established was \$1,500,000 when comparing the proposed project with prior proposals. Taking into consideration the project overrun of \$119,845, the beneficial impact to the County was reduced to approximately \$1,380,000.

The project was completed February 2015.

BACKGROUND INFORMATION:

It was estimated and discussed by the County Board that demolishing the MHC would cost the County approximately \$2,000,000 with a corresponding benefit of approximately \$500,000 (value of land). The Project scope includes razing the MHC, razing two storage buildings, and leaving a green field.

In early January 2013, PWD outlined a plan utilizing in-house resources, to the extent possible which would substantially mitigate the incremental cost associated with the Project.

Expenses:

• Pre-demolition environmental survey .....	\$ 7,000
• Abatement of hazardous materials .....	\$250,000
• Pre-implosion, selective demolition .....	\$ 4,000
• Building implosion.....	\$215,000
• Removal of debris pile and crushing of concrete, masonry and stone..... (for Spring 2014 highway projects)	\$ 75,000
• Site Restoration .....	\$ 50,000
• Temporary Fencing .....	\$ 10,400
• Permits .....	\$ 140
<b>Total Estimated Expenses .....</b>	<b>\$611,540</b>

Revenues/Savings:

• Building material salvage and recycling .....	\$ 35,000
• Field crushed gravel .....	\$ 70,750
• Scrap Iron.....	\$140,800
<b>Total Estimated Revenues/Savings.....</b>	<b>\$246,550</b>

• Cost of 2 storage buildings .....	\$160,000
-------------------------------------	-----------

Estimated Net Cost to Brown County for Demolition .....\$524,990

Value of Retained Property

• Per April 2011 land appraisal .....	\$485,000
• Current Estimate.....	\$921,500

Value to Use for This Comparison .....\$750,000

RECOMMENDATION ACTION BY COMMITTEE: Review and approve budget transfer.

FISCAL IMPACT: \$524,990

## **BROWN COUNTY PUBLIC WORKS DEPARTMENT**

Management Discussion and Analysis of Operations  
Period Ended 2/28/2015

### **Summary of the Operations for Public Works**

The Public Works Department is performing better than anticipated with positive variances in most areas.

### **HIGHWAY DIVISION:**

#### **General:**

The Highway Division is showing a net year-to-date positive variance of \$532,599 between the 660 & 240 Funds.

#### **660 - Highway Operational Fund:**

As of month-end February 2015:

- The Operational Fund is showing a positive year-to-date variance of \$266,229.
- Intergovernmental Revenue has a positive year-to-date variance of \$479,403. This positive year-to-date variance is primarily due to the winter activities in January & February.
- Miscellaneous Revenues has a negative year-to-date variance of \$278,364 and is offset by related reduction in expenses of \$191,692. This is primarily due to the Capital Projects having little activity in January & February.

#### **240 - County Maintenance & Bridge Aid Fund:**

As of month-end February 2015, the County Maintenance and Bridge Aid Fund has a positive year-to-date variance of \$266,371. This is primarily attributed to the County Trunk Highway Maintenance expenses having a year-to-date positive variance of \$222,440. Bridge Aid expenses are also lower than budget by \$40,819.

#### **400s - Capital Projects:**

For the Highway's Capital Project Funds, we anticipate a fund increase of \$544,669.25, which is primarily attributable to the savings from the projects completed in 2014. Public Works intends to apply \$238K of the savings to future projects to lessen future levy and bonding requirements. \$286K of savings is earmarked in the 2015 budget to transfer to Debt Service to assist in bond payments, lowering their levy required to do so.

Attached are the February 2015 Budget-to-Actual comparisons for the Highway Division of Public Works. Also, please find the Financial Summary for Road Maintenance through February 28, 2015.



**BROWN COUNTY PUBLIC WORKS DEPARTMENT**  
**HIGHWAY FINANCIAL SUMMARY**  
 Month Ending February 28, 2015

**660 Highway Operating Fund**

	Feb 2015 Budget	Feb 2015 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	270,998.63	431,811	160,813	572,108	1,051,511	479,403	3,663,500	1,051,511	29%
Public Charges	2,958.90	95	(2,864)	6,247	2,440	(3,807)	40,000	2,440	6%
Miscellaneous Revenue	1,066,699	1,224,235	157,536	2,133,398	1,855,034	(278,364)	20,045,808	1,855,034	9%
Other Financing Sources-Trans	-	-	-	-	-	-	-	-	#DIV/0!
Total Revenues	1,340,657	1,656,141	315,485	2,711,753	2,908,985	197,232	23,749,308	2,908,985	12%
Personnel Cost	619,882	621,335	1,453	1,239,764	1,333,865	94,101	7,438,579	1,333,865	18%
Operating Expenses	842,978	649,460	(193,518)	1,685,956	1,494,264	(191,692)	15,841,557	1,494,264	9%
Interdepartmental Charges	36,471	27,258	(9,213)	72,942	71,537	(1,405)	437,657	71,537	16%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
Total Expenses	1,499,331	1,298,052	(201,279)	2,998,662	2,899,666	(98,996)	23,717,793	2,899,666	12%
Property Taxes	-	-	-	-	-	-	-	-	0%
Increase (Use) of Fund Balance	(158,674)	358,089	516,763	(286,909)	9,319	296,229	31,515	9,319	

**240 County Mait & Bridge Aid Fund**

	Feb 2015 Budget	Feb 2015 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	-	-	-	1,185,214	1,188,326	3,112	4,299,354	1,188,326	28%
Property Taxes	11,250	11,250	-	22,500	22,500	-	135,000	22,500	17%
Total Revenues	11,250	11,250	-	1,207,714	1,210,826	3,112	4,434,354	1,210,826	27%
CTH Maintenance	541,440	410,781	(130,659)	1,082,880	860,440	(222,440)	4,145,196	860,440	21%
Bridge Aid & Hwy Construction	24,097	173	(23,924)	48,194	7,375	(40,819)	289,158	7,375	3%
Transfer Out	-	-	-	-	-	-	-	-	#DIV/0!
Total Expenses	565,537	410,953	(154,584)	1,131,074	867,815	(263,259)	4,434,354	867,815	20%
Increase (Use) of Fund Balance	(554,287)	(399,703)	154,584	76,640	343,011	266,371	-	343,011	

**400s--Capital Projects**

Est CAP PROJ FUND BALANCE 2/28/15	10,683,320.60
Add Interest Income	-
Less Projects est costs yet	(10,138,651.35)
Less Payments To Debt Service	-
<b>Estimated Fund Increase</b>	<b>544,669.25</b>

**Main Contributors (Est Fund Increase)**

	EA-8	EB-28	H-30	N-15	P-21	VK-4	Total
81,890.75 Bond	81,890.75						
20,113.05 Levy		20,113.05					
28,503.20 Bond			28,503.20				
155,552.89 Bond				155,552.89			
215,913.72 Bond & Levy					215,913.72		
22,424.94 Levy						22,424.94	
							96%
<b>Total</b>	<b>524,399</b>						<b>524,399</b>

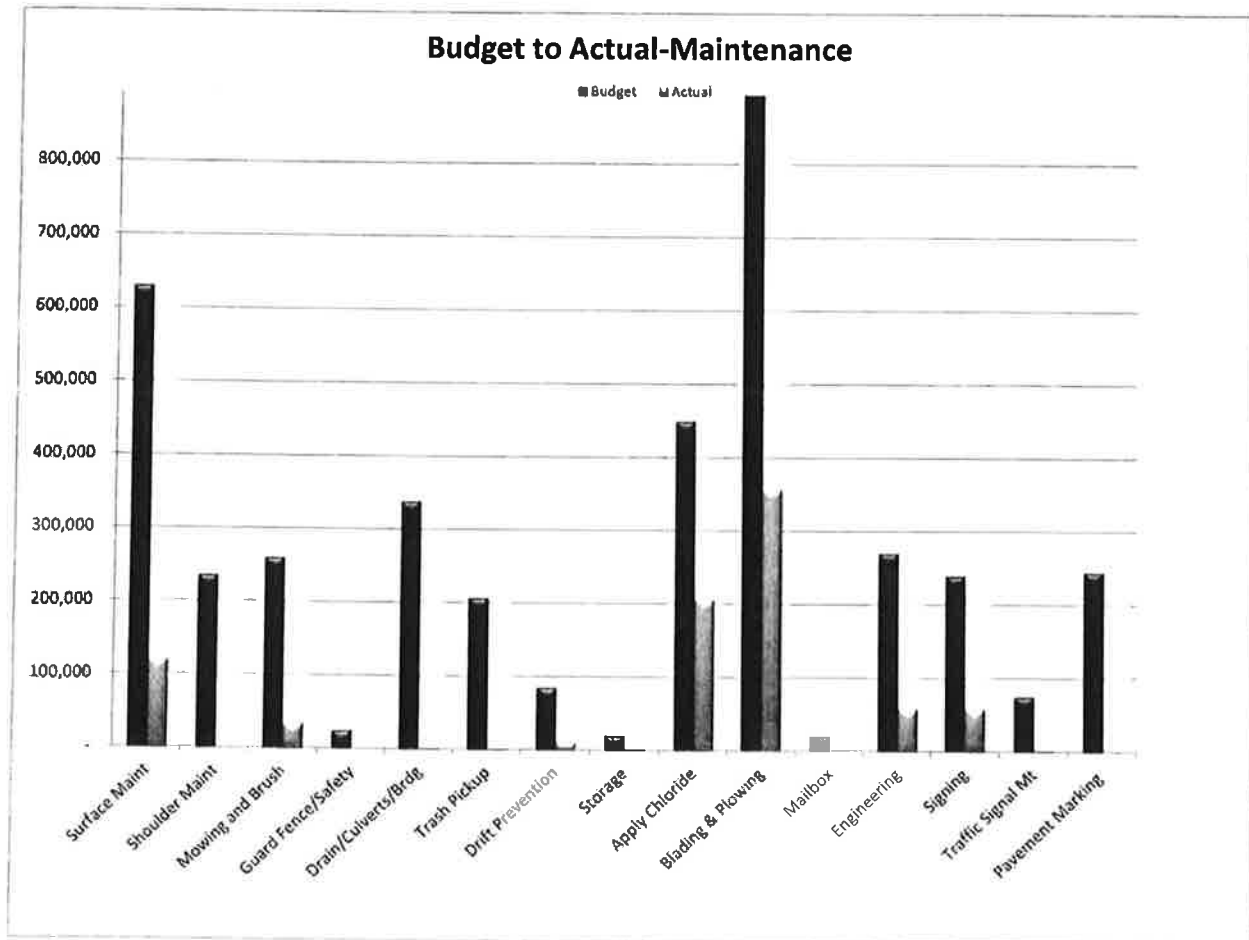
**Notes:**

EA-8	81,890.75	Bond	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
EB-28	20,113.05	Levy	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
H-30	28,503.20	Bond	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
N-15	155,552.89	Bond	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
P-21	215,913.72	Bond & Levy	Save for Future P project
VK-4	22,424.94	Levy	Save for Future Projects or Transfer Out to Debt Service Lesson Their Levy Required

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**BROWN COUNTY PUBLIC WORKS  
ROAD MAINTENANCE BUDGET TO ACTUAL-FUND 240  
AS OF 2/28/15**

	Budget	Actual	Remaining	Percentage Used
Surface Maint	630,000	120,596	509,404	19.14%
Shoulder Maint	236,000	352	235,648	0.15%
Mowing and Brush	260,000	34,525	225,475	13.28%
Guard Fence/Safety	25,000	-	25,000	0.00%
Drain/Culverts/Brdg	338,000	2,514	335,486	0.74%
Trash Pickup	207,000	3,637	203,363	1.76%
Drift Prevention	85,000	10,884	74,116	12.80%
Storage	20,000	3,333	16,667	16.67%
Apply Chloride	450,000	206,562	243,438	45.90%
Blading & Plowing	1,044,039	356,991	687,048	34.19%
Mailbox	20,000	919	19,081	4.59%
Engineering	270,500	58,434	212,066	21.60%
Signing	239,657	58,567	181,090	24.44%
Traffic Signal Mt	75,000	3,126	71,874	4.17%
Pavement Marking	245,000	-	245,000	0.00%
<b>Total</b>	<b>4,145,196</b>	<b>860,440</b>	<b>3,284,756</b>	<b>20.76%</b>



**FACILITY MANAGEMENT DIVISION:**

As of February, we are showing a year to date (YTD) positive variance of \$485.

Although there are variances when comparing actual to budget for certain accounts, there is nothing significant to note.

Attached are the Budget-to-Actual comparisons through February 28, 2015 for the Facilities Division of Public Works.

**BROWN COUNTY PUBLIC WORKS DEPARTMENT  
FACILITIES FINANCIAL SUMMARY-FUND 100  
Month Ending February 28, 2015**

	Feb 2015 Budget	Feb 2015 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	1,250	1,250	-	2,500	2,500	-	15,000	2,500	17%
Public Charges	162	168	6	324	426	102	1,942	426	22%
Miscellaneous Revenue	156,499	244,316	87,817	312,998	301,408	(11,590)	1,877,985	301,408	16%
Other Financing Sources-Trans	-	-	-	-	-	-	-	-	0%
<b>Total Revenues</b>	<b>157,911</b>	<b>245,734</b>	<b>87,823</b>	<b>315,822</b>	<b>304,335</b>	<b>(11,487)</b>	<b>1,894,927</b>	<b>304,335</b>	<b>16%</b>
Personnel Cost	211,890	193,982	(17,908)	423,781	427,443	3,662	2,542,683	427,443	17%
Operating Expenses	154,921	112,413	(42,508)	309,843	294,256	(15,587)	1,859,056	294,256	16%
Interdepartmental Charges	7,909	2,341	(5,568)	15,818	15,771	(47)	94,905	15,771	17%
Outlay	-	-	-	-	-	-	-	-	0%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>374,720</b>	<b>308,736</b>	<b>(65,984)</b>	<b>749,442</b>	<b>737,469</b>	<b>(11,973)</b>	<b>4,496,644</b>	<b>737,469</b>	<b>16%</b>
Property Taxes	216,810	216,810	(0)	433,620	433,619	(1)	2,601,717	433,619	17%
Increase (Use) of Fund Balance	1	153,808	153,807	-	485	485	-	485	

**BROWN COUNTY  
PUBLIC WORKS DEPARTMENT  
Director's Report**

Below are certain significant items I wish to report on for the Public Works Department as of 2/28/2015:

**PROJECT UPDATES.**

- GV-10, CTH GV – CTH X to CTH G. (See attached sheet for project overview.)
- NN-18, CTH NN – Cooperstown Road to STH 96. (See attached sheet for project overview.)
- R-11, CTH R – CTH KB to USH 141. (See attached sheet for project overview.)

**TWELVE-HOUR DAYS.**

Highway Division. Highway incurred 2,235.25 hours of overtime in February 2015. Substantially, all overtime was related to winter work. The amounts in excess of 12 hours per day are attached hereto.

Facility Management Division. There were no employees that worked 12+ hour shifts in February 2015.

**STAFFING REPORT.**

See Attached Table.



## CTH GV-10

### CTH X to CTH G

The proposed project consists of reconstructing CTH GV from CTH X to CTH G from a two-lane rural roadway to a four-lane urban roadway.

The new roadway will have an asphalt surface, curb and gutter, an eight-foot asphalt pedestrian trail, and new roundabouts at CTH X and Ledgeview Road.

- ❖ Construction is anticipated to begin in early April, 2015.
- ❖ The project is estimated to cost \$5.60 million.



2015 Reconstruction



## CTH NN-18

### Cooperstown to STH 96

The proposed project consists of resurfacing the 2.0-miles of CTH NN from Cooperstown Road to STH 96.

The old asphalt will be milled and removed and two new 12-foot paved lanes with 1-foot paved shoulders will be placed.

- ❖ Construction is anticipated to begin in mid-April, 2015.
- ❖ The project is estimated to cost \$500,000.



2015 Resurfacing



## CTH R-11

### CTH KB to USH 141

The proposed project consists of resurfacing CTH R from Denmark to the USH 141 Interchange—about 7.5 miles.

The existing concrete will be rubblized with 5-inches of new asphalt being placed over the broken concrete. The work will take place one lane at a time with flaggers. The new roadway will have two 12-foot lanes with 3-foot paved shoulders with turn lanes/bypass lanes at CTH NN.

- ❖ Construction is anticipated to begin in April, 2015.
- ❖ The project is estimated to cost \$3.20 million.



2015 Resurfacing



**Public Works - Highway Division**  
**12-Hour Work Days**  
**2/1/15 - 2/28/15**

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
2/20/2015	Allen, Chad	shop & state plow	16
2/1/2015	Allen, Chris	state plow	12.5
2/3/2015	Allen, Chris	state plow (7.25) bayport (8)	15.25
2/4/2015	Allen, Chris	state plow (9) state patch (3)	12
2/11/2015	Allen, Chris	state plow (12.5) sweeper (1)	13.5
2/14/2015	Allen, Chris	state plow	13
2/20/2015	Allen, chris	Bayport (5) state plow (11.25)	16.25
2/4/2015	Bastian, Dan	asphalt plant (4) county plow (8)	12
2/11/2015	Bastian, Dan	county plow (10) county patch (3)	13
2/3/2015	Baugnet, Jason	state accident (8) state plow (7)	15
2/4/2015	Baugnet, Jason	state plow (8) building (4)	12
2/11/2015	Baugnet, Jason	state plow (5) county plow (5) state accident (3.25)	13.25
2/20/2015	Baugnet, Jason	state bridge (5.25) state plow (5.5), county plow (5.5)	16.25
2/1/2015	Brittnacher, john	state plow	14.75
2/2/2015	Brittnacher, john	state plow (8) Wrightstown (1) state litter (3)	12
2/3/2015	Brittnacher, john	state plow (8.25) state litter (6)	14.25
2/4/2015	Brittnacher, john	state plow (7) Wrightstown (1) state litter (4)	12
2/11/2015	Brittnacher, john	state plow (11) Wrightstown plow (2.5)	13.5
2/20/2015	Brittnacher, john	state litter (7) state plow (7)	14
2/2/2015	Buhr, Mike	shop	12
2/3/2015	Buhr, Mike	shop	13.5
2/4/2015	Buhr, Mike	shop	12
2/11/2015	Buhr, Mike	shop	13
2/20/2015	Buhr, Mike	shop	17
2/20/2015	Burkel, Jim	county sign (6) state plow (10.5)	16.5
2/3/2015	Charles, Brad	state accident (8) state plow (3.5) county plow (3.5)	15
2/4/2015	Charles, Brad	state accident (2) state plow (5) county plow (5)	12
2/11/2015	Charles, Brad	state plow	13.25
2/3/2015	Cisler, Mike	Bayport (8) state plow (7)	15
2/4/2015	Cisler, Mike	state plow (8) state litter (4)	12
2/11/2015	Cisler, Mike	state plow (9) Scott plow (2) state litter (2)	13
2/20/2015	Cisler, Mike	state plow (9) Bayport (6)	15
2/20/2015	Collins, Robbie	state veg (8) state plow (5.25)	13.25
2/2/2015	Corrigan, Chad	Holland plow (6) county plow (1) county surface (5)	12
2/4/2015	Corrigan, Chad	Holland plow (6) county plow (1) building (5)	12
2/11/2015	Corrigan, Chad	Holland plow (10) county plow (1.75) county surface (1)	12.75
2/2/2015	Curl, Todd	shop	12
2/3/2015	Curl, Todd	shop	15
2/4/2015	Curl, Todd	shop	12
2/11/2015	Curl, Todd	shop	15

## 2-Hour Shifts - 2/1/15 - 2/28/15

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DATE	EMPLOYEE	OPERATION PERFORMED	HOURS WORKED
2/20/2015	Curl, Todd	shop	16.5
2/4/2015	Dixon, Darrell	county plow (8) county patch (4)	12
2/11/2015	Dixon, Darrell	county plow (12.25) patch (1)	13.25
2/20/2015	Dixon, Darrell	county sign (4.5) county plow (10.5)	15
2/3/2015	Doucha, Dean	county plow (4) county surface (8)	12
2/11/2015	Doucha, Dean	county plow (11) surface (2)	13
2/2/2015	Drewiske, Jerry	county plow & salt	12
2/4/2015	Drewiske, Jerry	county plow (9) surface (3)	12
2/11/2015	Drewiske, Jerry	county plow (11.25) surface (2)	13.25
2/4/2015	Giese, Jon	county plow (7) buildings (5)	12
2/11/2015	Giese, Jon	county plow (9) building (4.25)	13.25
2/2/2015	Goral, Mike	shop	12
2/4/2015	Goral, Mike	shop	12
2/11/2015	Goral, Mike	shop	13.5
2/1/2015	Gussert, Tim	county plow	13.25
2/2/2015	Gussert, Tim	county plow (8) wrightstown (2) shop (2)	12
2/4/2015	Gussert, Tim	county plow (8) wrightstown (1) county surface (3)	12
2/11/2015	Gussert, Tim	county plow (11.25) Wrightstown plow (2)	13.25
2/20/2015	Gussert, Tim	Bayport (6) county plow (7.5)	13.5
2/4/2015	Haumschild, Dan	county surface (4), Scott plow (8)	12
2/11/2015	Haumschild, Dan	Scott plow (11) state surface (1.75)	12.75
2/20/2015	Haumschild, Dan	county surface (6), Scott plow (7.5)	13.5
2/20/2015	Huguet, Bob	shop	16
2/1/2015	Ignatowski, Paul	state plow (11) county plow (2)	13
2/3/2015	Ignatowski, Paul	state plow (8.25) state litter (1) state repair (4) county plow (2)	15.25
2/11/2015	Ignatowski, Paul	state plow (12.75) county plow (1)	13.75
2/13/2015	Ignatowski, Paul	state patch (5) state plow (3) county plow (3) state litter (2)	13
2/14/2015	Ignatowski, Paul	state plow (10) county plow (5)	15
2/20/2015	Ignatowski, Paul	state plow (11) county plow (1.5)	12.5
2/3/2015	Kaminski, Chad	Bayport (8) state plow (7)	15
2/4/2015	Kaminski, Chad	state plow (6) state patch (6)	12
2/20/2015	Kaminski, Chad	Bayport (5) state plow (11)	16
2/1/2015	Kane, Kurt	county plow	12
2/4/2015	Kane, Kurt	wrightstown plow (7) county surface (5)	12
2/11/2015	Kane, Kurt	wrightstown plow (10) county surface (2.5)	12.5
2/20/2015	Kapinos, Vince	state veg (6.5) state plow (1.5) New Denmark (6)	14
2/2/2015	Karbon, Dan	county plow (10) Eaton (1) county surface (1)	12
2/4/2015	Karbon, Dan	county plow (9) Eaton (1) county surface (2)	12
2/11/2015	Karbon, Dan	Eaton plow (2) county plow (11.25)	13.25
2/20/2015	Karbon, Dan	Scott Steamer (1.5) county surface (4.5) county plow (9)	15
2/2/2015	Kielpikowski, Dennis	county plow (6) shop (6)	12

2-Hour Shifts - 2/1/15 - 2/28/15

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DATE	EMPLOYEE	OPERATION PERFORMED	HOURS WORKED
2/4/2015	Kielpikowski, Dennis	county plow (7) shop (5)	12
2/11/2015	Kielpikowski, Dennis	county plow (11.25) surface (2)	13.25
2/20/2015	Kielpikowski, Dennis	county plow (7) shop (8)	15
2/3/2015	Kilgore, Shawn	Bayport (8) state plow (7)	15
2/4/2015	Kilgore, Shawn	Bayport (8) state plow (4)	12
2/11/2015	Kilgore, Shawn	state plow (4.5) county plow (1) Green Bay plow (1) Bayport (6.75)	13.25
2/20/2015	Kilgore, Shawn	Bayport (5) state plow (11)	16
2/20/2015	Klish, John	county surface (6) county plow (9)	15
2/3/2015	Kollross, Cory	state plow (7) state brush (8)	15
2/4/2015	Kollross, Cory	state plow (9) state litter (3)	12
2/11/2015	Kollross, Cory	state plow	14
2/20/2015	Kollross, Cory	state veg (7) state plow (9)	16
2/21/2015	Kollross, Cory	state plow (9.5) Green Bay plow (3.5)	13
2/4/2015	LeGrave, Steve	Green Bay plow (10) county surface (2)	12
2/11/2015	LeGrave, Steve	Green Bay plow	13
2/20/2015	Liebergen, Dale	Bayport (1) county patch (5) county plow (8.5)	14.5
2/11/2015	Linskens, Joe	state plow	12
2/4/2015	Liss, Tim	county plow (8.5), state accident (3.5)	12
2/11/2015	Liss, Tim	county plow	13
2/20/2015	Liss, Tim	county salt & plow	15.5
2/3/2015	Little, Bob	state plow (7) state patch (8)	15
2/4/2015	Little, Bob	state plow (9), state accident (3)	12
2/11/2015	Little, Bob	state plow	13.25
2/14/2015	Little, Bob	state plow	13
2/20/2015	Little, Bob	shop (4) state plow (12)	16
2/11/2015	Manson, Shande	state plow (11.25) state patch (2)	13.25
2/20/2015	Manson, Shane	county sign (4.5) state plow (11.5)	16
2/3/2015	Margitan, Jim	State plow (6.25) state accident (8)	14.25
2/11/2015	Margitan, Jim	state plow	14
2/20/2015	Maus, Todd	county sign (3) state accident (2) county plow (10)	15
2/2/2015	Messerschmidt, Bill	Holland plow (8) county plow (1) county litter (3)	12
2/4/2015	Messerschmidt, Bill	Holland plow (8) county surface (4)	12
2/11/2015	Messerschmidt, Bill	Holland plow (10) county litter (3)	13
2/20/2015	Messerschmidt, Bill	Bayport (5.25) Holland (3.75) state plow (4)	13
2/2/2015	Mohr, Brian	shop	12
2/4/2015	Mohr, Brian	shop	12
2/11/2015	Mohr, Brian	shop	12
2/20/2015	Mohr, Brian	shop	16
2/20/2015	Morton, Chet	state plow (8) Green Bay plow (5)	13
2/20/2015	Neuville, Mike	shop	15
2/20/2015	Nilson, Matt	state bridge (4) state brine (2) county plow (9)	15

## 2-Hour Shifts - 2/1/15 - 2/28/15

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DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
2/2/2015	Noe, Terry	county plow (9) shop (3)	12
2/4/2015	Noe, Terry	county plow	12
2/20/2015	Oettinger, Tim	county sign (5) county plow (10)	15
2/11/2015	Peot, Tracy	county salt	13
2/20/2015	Peot, Tracy	county salt/snow	12.5
2/3/2015	Reedy, Jason	state plow	16
2/14/2015	Reedy, Jason	state plow	13
2/20/2015	Reedy, Jason	state plow	17.5
2/2/2015	Sausen, Jim	county plow	12
2/4/2015	Sausen, Jim	county plow (10) county veg (2)	12
2/11/2015	Sausen, Jim	county plow	13
2/20/2015	Sausen, Jim	Building maintenance (8) county plow (7)	15
2/4/2015	Schraufnagel, Dan	Scott plow (8) county surface (2) shop (2)	12
2/11/2015	Schraufnagel, Dan	county plow (12) county surface (1)	13
2/2/2015	Scray, Norb	state plow (6) state patch (3), county plow (3)	12
2/3/2015	Scray, Norb	state patch (8) state plow (5) county plow (2)	15
2/4/2015	Scray, Norb	state plow (6) county plow (2), state litter (4)	12
2/11/2015	Scray, Norb	state plow (6) county plow (4) state litter (3.25)	13.25
2/20/2015	Scray, Norb	state litter (5) Scott steamer (1.5) state plow (7) county plow (2.5)	16
2/20/2015	Sell, Andy	county signing (4) state accident (2) county plow (9)	15
2/4/2015	Sequin, Scott	county plow (9) facilities (2) county surface (1.25)	12.25
2/11/2015	Sequin, Scott	county plow (11.5) surface (2)	13.5
2/2/2015	Shimanek, Steve	Eaton plow (4) New Denmark plow (5) yard (3)	12
2/4/2015	Shimanek, Steve	Eaton plow (3) New Denmark plow (4) county surface (5)	12
2/11/2015	Shimanek, Steve	Eaton plow (5.5) New Denmark plow (6.5) yard (1)	13
2/2/2015	Smits, Mike	county plow (9) surface (3)	12
2/3/2015	Smits, Mike	state plow (6.5) county veg (7)	13.5
2/4/2015	Smits, Mike	county plow (8) surface (4)	12
2/11/2015	Smits, Mike	county plow	13
2/20/2015	Smits, Mike	county surface (5) plow (7.5)	12.5
2/4/2015	Sperberg, Mark	county plow (8) facilities (2) county surface (2)	12
2/11/2015	Sperberg, Mark	county plow	13.25
2/20/2015	Sperberg, Mark	county sign (5) county plow (10)	15
2/4/2015	Sticka, John	county plow	12
2/20/2015	Sticka, John	county surface (7.25) plow (8)	15.25
2/3/2015	Sweemer, Stevee	shop	15
2/11/2015	Taicher, Kevin	county plow	12.75
2/3/2015	Thibodeau, Larry	state plow (7) state patch (8)	15
2/4/2015	Thibodeau, Larry	state plow (8) state patch (4)	12
2/11/2015	Thibodeau, Larry	state plow (10) state patch (3)	13
2/20/2015	Thibodeau, Larry	state patch (5) state plow (11)	16

DATE	EMPLOYEE	OPERATION PERFORMED	HOURS WORKED
2/3/2015	VanDeHei, Jamie	state plow (7.25) state accident (8)	15.25
2/4/2015	VanDeHei, Jamie	state plow (8) state accident (4)	12
2/11/2015	VanDeHei, Jamie	state plow	12
2/20/2015	VanDeHei, Jamie	state patch (4) state plow (13.5)	17.5
2/1/2015	VandenElzen, Ken	state plow (11) county plow (3.5)	14.5
2/2/2015	VandenElzen, Ken	state plow (10) county plow (2)	12
2/3/2015	VandenElzen, Ken	state veg (8) state plow (5.5) county plow (1)	14.5
2/4/2015	VandenElzen, Ken	state plow (9) county plow (3)	12
2/11/2015	VandenElzen, Ken	state plow (10) county plow (3)	13
2/14/2015	VandenElzen, Ken	State plow (12) county plow (4)	16
2/20/2015	VandenElzen, Ken	state veg (6) state plow (9.5)	15.5
2/1/2015	VandenPlas, Todd	state plow	12
2/3/2015	VandenPlas, Todd	state plow	15
2/20/2015	VandenPlas, Todd	state plow	20
2/2/2015	White, Dan	county plow (7) surface (5)	12
2/4/2015	White, Dan	county plow (8) surface (4)	12
2/11/2015	White, Dan	county plow (10) surface (3)	13
2/20/2015	White, Dan	shop (6) county plow (9)	15
2/3/2015	Williams, Tim	state plow (7.25) state accident (8)	15.25
2/4/2015	Williams, Tim	state plow (8.25) county patch (3.75)	12
2/11/2015	Williams, Tim	state plow (9.5) county plow (3.75)	13.25
2/20/2015	Williams, Tim	county patch (5) state plow (11)	16
2/2/2015	Zelten, Brian	Rockland plow (6) county surface (4) shop (2)	12
2/4/2015	Zelten, Brian	Rockland plow (5) county surface (5) state plow (2)	12
2/11/2015	Zelten, Brian	Rockland (8) county plow (1) county surface (3.5)	12.5
2/4/2015	Zuleger, Kevin	shop	12
2/20/2015	Zuleger, Kevin	shop	16.5

**BROWN COUNTY PUBLIC WORKS**  
**STAFFING SUMMARY**  
 AS OF 2/28/15

**HIGHWAY DIVISION:**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Fleet/Equipment & Production Mgr.	11/17/14	Transfer: Elfe	Fill: Jim Beaupre	1/1/15	N/A
Chief Mechanic	1/1/15	Transfer: Beaupre	Fill: Open	In Process	N/A
Highway Crew	1/27/15	Termed: Loritz	Fill: Eligibility List	In Process	N/A

	Budgeted FTE's	Actual #FTE's
Mgmt / Office	11.45	11.45
Electrician	1.0	1.0
Engineering	6.0	6.0
Mechanics / Shop	11.0	10.0
Laborers	70.0	69.0
Summer Help	4.0	0
<b>TOTAL</b>	<b>103.45</b>	<b>97.45</b>

**FACILITY MANAGEMENT DIVISION:**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Housekeeper (0.5)	1/23/15	Resigned: Brasure	Fill: Open	In Process	N/A
Facility Worker (0.5)	2/2/15	Transfer: Hermes	Fill: Open	In Process	N/A
Facility Mechanic	2/5/15	Retired: Roskams	Fill: Open	In Process	N/A

	Budgeted FTE's	Actual #FTE's
Mgmt / Office	5.55	5.55
Facility Technicians	2.0	2.0
Facility Mechanics	7.0	6.0
Facility Workers	9.0	8.5
Housekeeping	18.5	18.0
Electrician	1.0	1.0
Summer Help	0.46	0
<b>TOTAL</b>	<b>43.51</b>	<b>41.05</b>

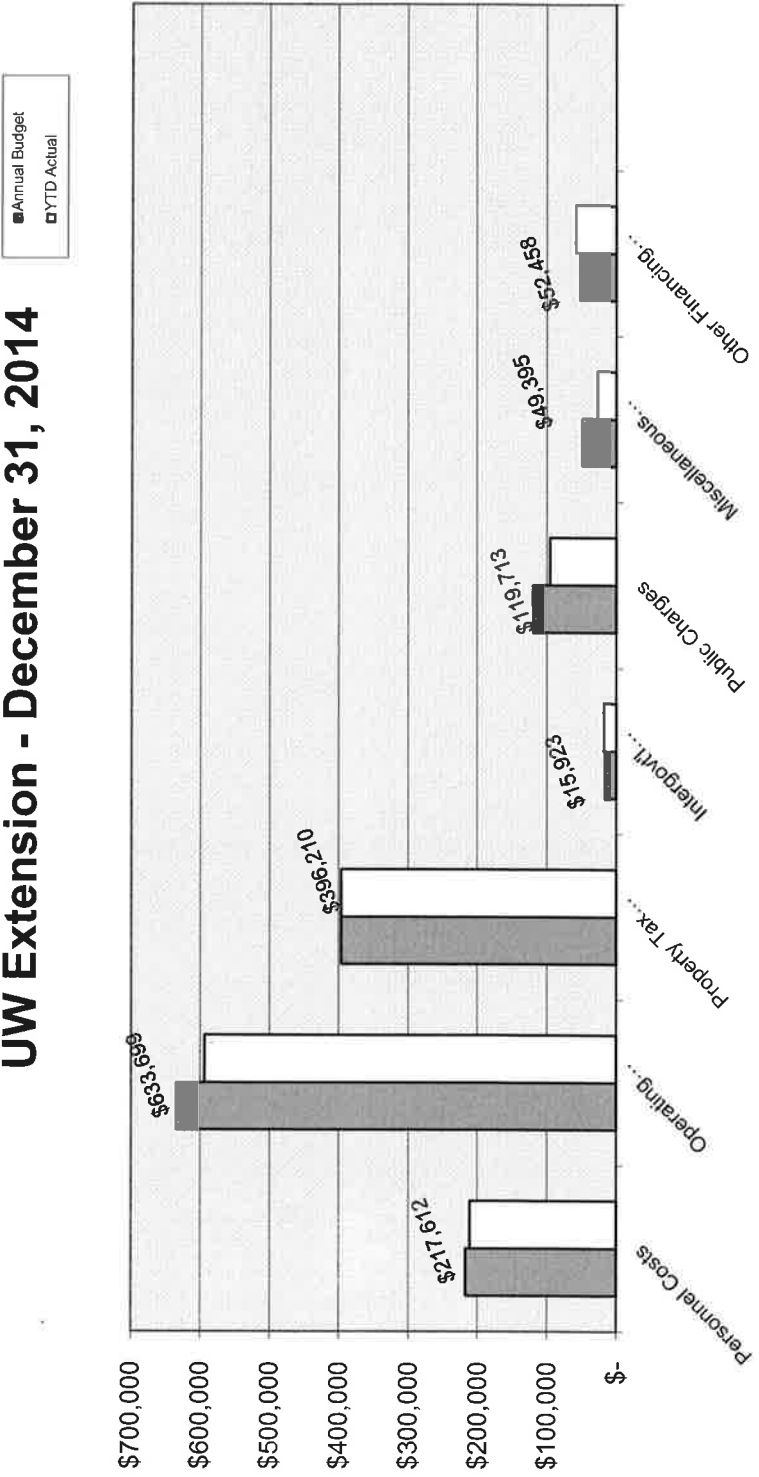
Brown County  
 UW - Extension  
 Budget Status Report  
 12/31/2014

Personnel Costs	Annual Budget	YTD Actual
Operating Expenses	\$ 217,612	\$210,842
Property Tax Revenue	\$633,699	\$593,832
Intergov't Revenue	\$396,210	\$396,210
Public Charges	\$15,923	\$17,254
Miscellaneous Revenue	\$119,713	\$95,655
Other Financing Sources	\$49,395	\$27,239
	\$52,458	\$58,458

HIGHLIGHTS:

Unaudited

## UW Extension - December 31, 2014



# **Departmental Openings Summary**

**To: Oversight Committee**

**From: UW-Extension**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
LTE: Grounds Supervisor	9/23/2014	Seasonal	Fill	
LTE: 4-H Program Assistant	12/22/2014	Opportunity for full-time emp	Filled	
LTE: Garden Assistant	9/26/2014	Seasonal	Fill	
LTE: Horticulture Assistant	10/9/2014	Seasonal	Fill	
LTE: Invasive Species Coordin	12/20/2014	Seasonal	Fill	
LTE: Horticulture Grounds As	8/25/2014	Seasonal	Fill	
LTE: Invasive Species Aide	7/16/2014	Seasonal	Fill	
	9/27/2014			

Ex: Transfer, Wage, Working Conditions



April 15, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION**  
**FOR U.W. EXTENSION**  
**AGRICULTURE STUDENT ASSISTANT LTE**

WHEREAS, the U.W. Extension office has received external funds from the Professional Nutrient Applicators Association of Wisconsin and the UWEX Madison Program Regional Conservation to investigate and summarize accidental and intentional manure/animal waste incidents in Wisconsin and work on developing an educational outreach strategy to help train professional applicators and farmers on the most common types of incidents and how to prevent them; and

WHEREAS, current staff are unable to absorb the duties to complete this project which will take approximately 12 weeks; and

WHEREAS, the U.W. Extension has requested to add a 0.23 FTE Agriculture Student Assistant LTE to their table of organization to complete this project; and

WHEREAS, when the external funding is exhausted, the position will end and be eliminated from the U.W. Extension table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the addition of 0.23 FTE Agriculture Student Assistant LTE to the U.W. Extension table of organization; and

BE IT FURTHER RESOLVED, when the external funding for this position is exhausted, or is not fully funded, the position will end and be eliminated from the U.W. Extension table of organization.

**Budget Impact:**  
U.W. Extension

<b>Partial Year Budget Impact</b> (Approximately 12 weeks)	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Agriculture Student Assistant LTE	0.23	Addition	\$4,500	\$ 378	\$4,878
<b>Partial Year Budget Impact</b>			<b>\$4,500</b>	<b>\$ 378</b>	<b>\$4,878</b>

*Fiscal Note: This resolution does not require an appropriation from the general fund. The additional funding will be provided by the Professional Nutrient Applicators Association of Wisconsin and the UWEX Madison Program Regional Conservation.*

Respectfully submitted,  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by Human Resources

Approved as to form by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast \_\_\_\_\_

Motion:          Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION DESCRIPTION:** AGRICULTURE STUDENT ASSISTANT - LTE  
**REPORTS TO:** AGRICULTURE AGENT  
**DEPARTMENT:** UW-EXTENSION

**JOB SUMMARY:**

Following established program plans, the Agriculture Student Assistant provides educational support for the Agriculture program.

**ESSENTIAL DUTIES:**

Conducts on-farm research, which includes on-farm data collection, data organization and analysis.

Educationally supports agriculture educator in planning, conducting, and evaluating county level educational programs.

Cooperates with UW-Extension faculty to expand and diversify the agriculture program.

Promotes educational opportunities provided by UW-Extension agriculture programs.

Cooperates with UW-Extension faculty members to develop and implement the total Brown County Cooperative Extension program as a team member contributing youth development expertise.

Implements established program plans for educational programs and reports accomplishments and impact on local people.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT:**

General office equipment  
Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School Diploma; Minimum Junior or Senior undergraduate in dairy science, animal science, bacteriology, or other related subject area; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certifications:**

Valid Wisconsin Driver's License

**Knowledge, Skills, and Abilities:**

Knowledge of agriculture program.

Knowledge of and ability to utilize a computer and the required software.

Ability to plan, promote, implement, evaluate, and report educational programs.

Ability to understand and work effectively with a wide variety of clientele.

Ability to work well as a member of a team.

Ability to maintain a high level of organization and leadership.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to make individual arrangements for transportation adequate to meet position responsibilities and essential job functions.

Ability to work the required hours of the position.

**Administrative Accountability:**

The Agriculture Student Assistant will be accountable to the Brown County UW-Extension Agriculture Educator for programmatic leadership and the Brown County UW-Extension Department Head for administrative issues.

**PHYSICAL DEMANDS:**

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Intermittent standing, walking, and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 02/06/15

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



WARREN KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 03/17/14  
**REQUEST TO:** Planning, Development & Transportation Committee  
**MEETING DATE:** 03/23/14  
**REQUEST FROM:** Warren Kraft  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Change in Table of Organization for U.W. Extension (Agriculture Student Assistant LTE)

**ISSUE/BACKGROUND INFORMATION:**

U.W. Extension has received external funds to investigate manure/animal waste incidents and develop an educational outreach strategy for training and prevention of these incidents.

**ACTION REQUESTED:**

Add 0.23 FTE Agriculture Student Assistant LTE to complete this project in approximately 12 weeks.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
  - a. If yes, what is the amount of the impact? \$4,878
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☐ Yes ☒ No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? External funds

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

April 15, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION**  
**FOR THE LAND AND WATER CONSERVATION DEPARTMENT**  
**(AGRONOMIST TECHNICIAN)**

WHEREAS, a partnering organization, Fox Wolf Watershed Alliance, submitted a grant application on behalf of Outagamie, Calumet and Brown counties to implement a sediment and phosphorus reduction program with agricultural producers in the Plum/Kankapot watersheds.

Brown County's portion of this project area lies in and around the Wrightstown area; and

WHEREAS, Great Lakes Restoration Initiative dollars were applied for through the EPA for the *Targeting Outcome-Based Sediment Reduction in the Lower Fox Watershed* project; and

WHEREAS, the grant was approved by the EPA with a project start in 2015; and

WHEREAS, the project includes adding a grant funded 1.00 FTE Agronomist Technician to the Land and Water Conservation table of organization for a five year period starting in 2015 to complete the work required in the grant; and

WHEREAS, when the grant funding ends, the position will end and be eliminated from the Land and Water Conservation table of organization; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the addition of a grant funded 1.00 FTE Agronomist Technician to the Land and Water Conservation table of organization; and

BE IT FURTHER RESOLVED, when the grant funding ends, or is not fully funded, the position will end and be eliminated from the Land and Water Conservation table of organization.



**Budget Impact:**

Land and Water Conservation Table of Organization  
(Add 1.00 FTE Agronomist Technician)

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Agronomist Technician	1.00	Addition	\$49,774	\$23,680	\$73,454
<b>Annual Budget Impact</b>			<b>\$49,774</b>	<b>\$23,680</b>	<b>\$73,454</b>

<b>Partial Year Budget Impact (4/1/15 – 12/31/15)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Agronomist Technician	1.00	Addition	\$37,331	\$17,760	\$55,091
<b>Partial Year Budget Impact</b>			<b>\$37,331</b>	<b>\$17,760</b>	<b>\$55,091</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. An Environmental Protection Agency grant will fund the increased cost.*

Respectfully submitted,  
LAND CONSERVATION  
SUB-COMMITTEE  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by Human Resources

Approved as to form by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast \_\_\_\_\_

Motion:          Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**Targeting Outcome-Based Sediment Reduction in the Lower Fox Watershed**  
Great Lakes Restoration Initiative  
2014 Request for Applications

**a. SUMMARY INFORMATION PAGE:**

- i. **Funding Opportunity Number** - EPAR5-GL2014-2.  
**Category** - Sediment Reduction Projects in Priority Watersheds.
- ii. **Project Title:** Targeting Outcome-Based Sediment Reduction in the Lower Fox Watershed
- iii. **Applicant Information:**  
Name: Fox-Wolf Watershed Alliance  
Address: 1000 N. Ballard Road, Appleton, WI 54911  
Contact Person: Jessica Schultz, Project Manager  
Phone: (920)858-4246  
Email: [jessica@fwwa.org](mailto:jessica@fwwa.org)  
  
Address used for Grants.gov submission is 1445 McMahon Drive, Neenah, WI 54956  
Our organization recently moved.
- iv. **Type of Organization:**  
  
Not for Profit/Non-profit
- v. **Proposed Funding Request:**  
  
\$4,196,221
- vi. **Project Duration:**  
  
Anticipated Start Date: November 1, 2014  
Anticipated End Date: October 31, 2019
- vii. **Brief Project Description:**  
  
This project will reduce agricultural sediment and nutrient loading to the Lower Fox River and Green Bay by installing conservation practices in key sections of the Plum and Kankapot Creeks, two of the highest loading sediment per cropland acre sub-watersheds in the Lower Fox River. The project will test innovative practices and monitor the effects of those practices to guide implementation throughout the region. This project will also advance Water Quality Trading in the Lower Fox River Watershed in order to ensure the permanency of the practices installed and create a funding mechanism for future projects in the watershed.
- viii. **Project Location:**  
  
HUC code 04030204  
Latitude 44.270028 and Longitude -88.171129  
Wisconsin, Congressional District # 8, Outagamie County, Appleton, 54914

## b. WORK PLAN

### 1. Project Summary and Approach

#### a. Relevance to the Great Lakes

Green Bay, while representing only ~7% of the surface area and ~1.4% of the volume of Lake Michigan, contains one-third of the watershed of the lake, and receives approximately one-third of the total sediment and nutrient loading to the Lake Michigan basin, predominately from the Fox River at the southern end of the bay. Based on the Great Lakes Watershed Management System<sup>1</sup>, Plum Creek (0.376 t/ac/yr) and Kankapot Creek (0.283 t/ac/yr) rank the highest with respect to sediment loading of all HUC 12 watersheds in the Lower Fox River sub-basin.

Dairy farms have a large impact within this project area. Due to the large number of cattle in the area, crop rotations have changed to include a greater amount of corn silage, leaving little residue left to hold soil in place during spring runoff. The increased cattle numbers also lead to increased manure and the need to for producers to apply manure to cropland in both fall and spring. This manure is required to be incorporated, which means additional tillage passes and less residue on the surface to protect and hold soil in place.

This project will reduce the amount of sediment and phosphorus leaving the Plum and Kankapot Creek sub-watersheds and prevent the pollutants from entering the Lower Fox River. The project will be successful by installing best management practices that extend beyond the typical NRCS practices and incorporating innovative practices and new technologies that will allow local producers to apply seed and incorporate manure in untraditional ways, increasing the ability to plant and maintain cover crops.

Modeling completed by the University of Wisconsin Green Bay shows that by protecting the worst 5% sediment producing areas of Plum and Kankapot Creek sub-watersheds, that sediment runoff would be reduced by about 4500 t/yr. If the worst 20% sediment producing areas were protected, sediment runoff would be reduced by about 8600 t/yr. Furthermore, if we assume a default cost (\$393/ac) to convert these sediment contributing areas to grass, the cost-to-benefit ratio is lowest for Plum and Kankapot Creeks relative to all other watersheds in the LFR. See figure 2.

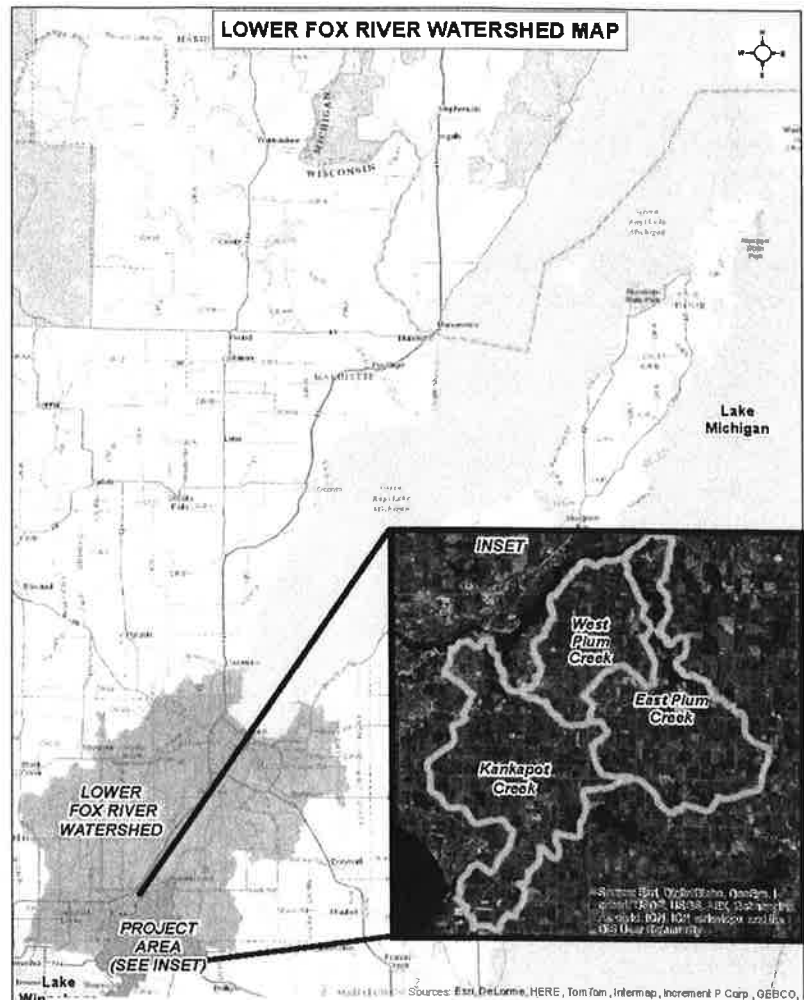


Figure 1: Land conservation practices will be installed in the West Plum and Kankapot sub-watersheds within the Lower Fox River Watershed. The West Plum and East Plum will be monitored and analyzed in a paired watershed study.

<sup>1</sup> Great Lakes Watershed Management System - <http://35.8.121.111/glwms/map.aspx#>

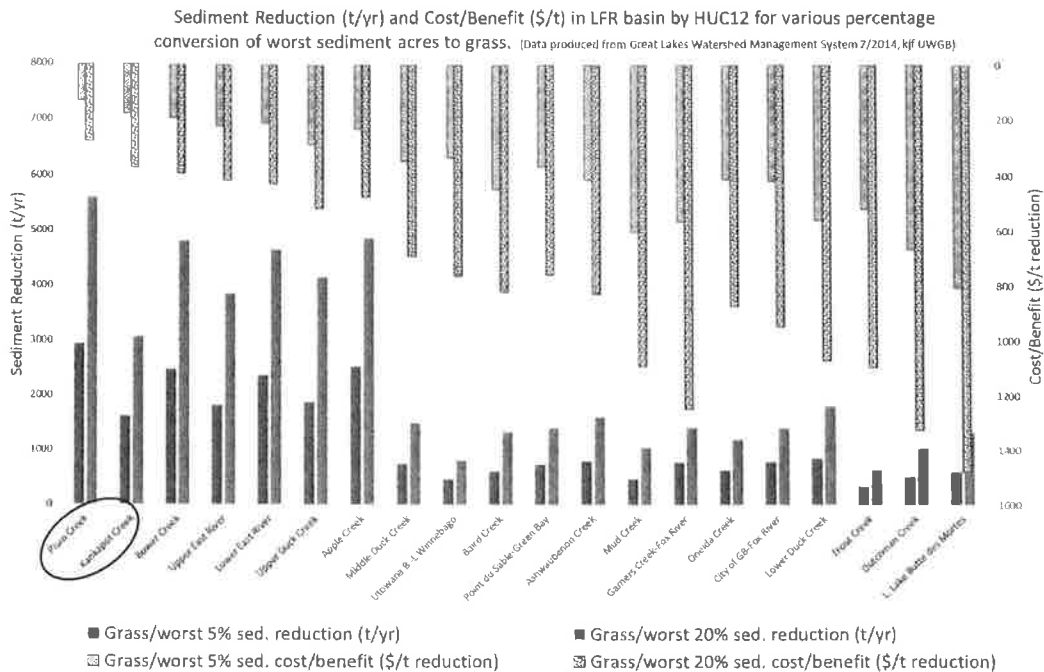


Figure 2: Modeling analysis conducted by UW Green Bay shows the greatest potential for sediment reduction at the least cost in the Plum Creek

Monitoring data for a 3 year period from 2011-2013 show that 85% of the TSS load from the Plum/Kankapot watersheds came from, on average 4 events/yr (~7 d/yr) during that timeframe. The highest delivery associated with spring runoff each year and secondary event in June/July each year before canopy is obtained by crops to hold soil in place. The practices installed through this project will establish nearly year round vegetative soil cover and/or alternative soil amendments, thereby significantly reducing soil loss and phosphorus runoff during major storm events and during the critical time periods when fields are typically left uncovered. In locations where vegetative cover and soil amendments are not enough to prevent soil loss, alternative practices are proposed, like Water and Sediment Control Basin with modified outlet treatments and extending existing technology to inform landowners of weather related risks.

Project relevance to the Great Lakes Restoration Initiative (GLRI) Action Plan: The Great Lakes face a number of tough challenges. One of the most significant of these challenges, identified in the GLRI Action Plan, is nonpoint source pollution. The results of implementing this project will contribute considerably to all of the long-term goals of the Nearshore Health and Nonpoint Source Pollution focus area. The goal that sums this project up the best is “Goal 5: A significant reduction in soil erosion and the loading of sediments, nutrients and pollutants into tributaries is achieved through greater implementation of practices that conserve soil and slow overland flow.” [http://greatlakesrestoration.us/action/wp-content/uploads/glri\\_actionplan.pdf](http://greatlakesrestoration.us/action/wp-content/uploads/glri_actionplan.pdf)

Project relevance to Goal #4.3.3 (EPA Strategic Plan- Improve the Health of Great Lakes Ecosystems): The health of Lake Michigan depends on the stewardship of its individual watershed ecosystems. The Plum & Kankapot Creek watersheds in Outagamie County are part of the Lower Fox River Basin, which drains into the Bay of Green which has been identified as an Area of Concern (AOC). Implementation activities related to education, remediation, restoration, and pollution prevention are essential in this watershed. Buffer strip installation and wetland protection along rural agricultural surface waters would not only reduce loading to the AOC but would also help protect the health of sensitive ecosystems. <http://www.epa.gov/planandbudget/strategicplan.html>

#### b. Quality system documentation

This project will include the setup of automated monitoring equipment, collection and analysis of environmental data including collecting water samples via automated sampling equipment and grab samples, and analysis of those samples at a certified lab. The USGS Wisconsin Water Science Center has an existing surface water quality assurance plan (Garn, 2007). All proposed cooperative monitoring activities with the USGS will follow the Garn, 2007 plan. We will develop appropriate quality system documentation for field runoff monitoring work conducted by UWGB and Outagamie County which will include submitting a Quality Assurance Project Plan (QAPP) within 90 days of the start of this project. The University of Wisconsin – Green Bay has developed or assisted in the development of QAPP's for EPA funding projects including: 1) Upper Fox-Wolf Basins TMDL and Implementation Plan Project, QAPP prepared by The Cadmus Group, Inc. USEPA Contract Number GS-10F-0105J (2013); 2) Integrated Watershed Approach Demonstration Project for the Green Bay AOC/Lower Fox River Watershed, Phases 1 and 2, and Phase 3, The Lower Fox River and Green Bay TMDL, QAPP prepared by The Cadmus Group, Inc.; USEPA Contract Number 68-C-02-109; and 3) Analysis of phosphorus and TSS in Duck Creek, EPA Grant Funding Source: WDNR Grant Sub-award Grant #:00E00712-10-2011.

**c. Environmental and Regulatory compliance**

We do not anticipate the need for any permits or approvals for the project other than WDNR Chapter 30 permits as needed for certain streambank protection practices. We do not anticipate the need to: a) meet any requirements under the Clean Water Act and/or b) conduct any procedures under section 106 of the National Historic Preservation Act (NHPA) and/or section 7(a)(2) of the Endangered Species Act (ESA).

**d. Implementing Watershed-based plans consistent with EPA's Nine Elements Plan**

Representatives from Outagamie County Land Conservation Department (LCD), Brown County LCD, Calumet County LCD, Winnebago County LCD, the Oneida Tribe of Wisconsin, the Natural Resource Conservation Service, Wisconsin's Department of Agriculture, Trade and Consumer Protection, WDNR and Fox-Wolf Watershed Alliance (FWWA) have been working to develop a strategic watershed implementation plan for over eighteen months. As a watershed partnership this team has agreed to continue to offer services throughout the watershed to land owners and producers as they have always done to improve water quality but also work together to strategically implement the needed practices on the landscape to meet TMDL requirements. They will work as a unit, sub-watershed by sub-watershed to assess and then implement needed land conservation, targeting the highest loading sub-watersheds first.

In 2014, implementation of that agreement began. Outagamie County, working on behalf of the above mentioned partners, conducted a thorough assessment of the Plum and Kankapot sub-watersheds (the highest phosphorus and sediment loading per acre of agricultural land watersheds to the Lower Fox River) to determine what land conservation practices were needed. A Nine Key Element Plan is currently being written for the Plum and Kankapot sub-watersheds. This plan will be submitted to the EPA by November of 2014.

**e. Project Tasks, Roles, Outputs and Outcomes**

***Task 1: Land Conservation – Sediment reduction***

This project will reduce the amount of sediment and phosphorus entering the Lower Fox River by installing the identified, needed conservation practices that extend beyond traditional NRCS funded practices in the West Plum Creek and the Kankapot Creek sub-watersheds. These practices include stream buffering up to 50', streambank protection, concentrated flow area seeding, cover crops and ½ to 1 acre treatment wetlands around drain tile outlets. These practices will be designed and implemented by Outagamie County, Brown County and Nature Conservancy staff to protect the waters from soil loss during major storm events and during the critical time periods when fields are

typically left uncovered. These practices are anticipated to result in 6,498 tons of sediment reduction annually by the end of the project period (see table 1).

Practice	Anticipated Reduction per project year									
	Year 1		Year 2		Year 3		Year 4		Year 5	
	TSS tns/yr	TP lbs/yr	TSS tns/yr	TP lbs/yr	TSS tns/yr	TP lbs/yr	TSS tns/yr	TP lbs/yr	TSS tns/yr	TP lbs/yr
Buffer Strips	22	109	67	328	156	764	200	983	223	1,092
Streambank Protection	303	158	908	475	2,118	1,108	2,723	1,425	3,025	1,583
Concentrated Flow Treatment	162	138	487	414	1,136	965	1,461	1,241	1,623	1,379
Cover Crop	78	277	235	830	549	1,937	706	2,490	784	2,767
Manure Injector	75	111	226	332	528	776	679	997	754	1,108
Treatment Wetlands	0	0	0	0	44	132	89	264	89	264
Total Anticipated Reduction	641	793	1,923	2,379	4,531	5,682	5,857	7,400	6,498	8,193

Table 1. Cumulative reductions of anticipated TSS and TP reductions by year per practice for the project period.

Outagamie County will also work with staff and a consultant to develop a mobile GIS app that will give producers the ability to access information the county has about their land as well as weather data. This app can be used as a tool to guide manure application and cropping practices. The app will use the WI Manure Management Advisory System developed by the Department of Agriculture, Trade and Consumer Protection (<http://www.manureadvisorysystem.wi.gov/app/runoffrisk>). This tool may also have potential to be used as a self-reporting tool for producers entering into water quality trading contracts.

### **Task 2: Water Quality Trading**

This project will advance Water Quality Trading by developing the infrastructure within the Fox-Wolf Watershed Alliance to facilitate trading in the watershed and build off the recommendations that will come from the Fox P-Trade project currently being led by the Great Lakes Commission. FWWA will provide outreach to point sources, work with County Land and Water Departments to determine credits generated from practices installed through this project and other funding and broker trades in the watershed. FWWA will work with the Great Lakes Commissions (GLC) and Wisconsin DNR to determine trade ratios for innovative practices. Development of a successful trading program is anticipated to result in bringing additional long term funding for land conservation to the watershed and will also lead to ensuring permanency of land conservation practices thus improving water quality.

### **Task 3: Monitoring**

Staff from the UW – Green Bay (UWGB) Department of Natural and Applied Sciences in cooperation with the US Geological Survey Wisconsin Water Science Center, will conduct water quality monitoring activities and related data analyses associated with targeted sediment reduction strategies in Plum and Kankapot Creek sub-watersheds. The focus of this work includes:

- 1) Cooperative operation of two existing automated stream monitoring stations on Plum Creek
- 2) Cooperative operation of two inlet-outlet water quality monitoring systems on planned agricultural sediment treatment wetlands
- 3) Develop quality system documentation pursuant to RFA Section VI.C
- 4) Procurement, installation and cooperative operation of two targeted runoff monitoring stations
- 5) Water quality data analysis associated with evaluating the effectiveness of treatment areas

6) The monitoring efforts will be used to support outreach activities related to the potential effects of treatment wetlands and watershed-wide practices on reducing soil erosion and phosphorus runoff at various scales

7) Monitoring methods, results and conclusions will be documented in a final report and shared via presentations at local, state and regional events.

A comprehensive monitoring program will provide the data needed to continue to move agriculture TMDL implementation forward in the watershed.

**Task 4: Outreach**

Outreach will also be a large component of our project. The Fox-Wolf Watershed Alliance will provide outreach to local stakeholders in the Lower Fox River Watershed as well as the entire Fox-Wolf Basin through our Annual Watershed Conference and through participation in TMDL implementation meetings. The Great Lakes Commission will facilitate outreach throughout the Great Lakes Region by tracking the project throughout its entirety, convening regional stakeholders, particularly the winning grantees and key partners within the Lower Fox, Saginaw and Maumee at the beginning and the end of the project to allow for networking, and sharing of challenges, successes and lessons learned. GLC will also host a regional webinar midway through the project.

**Permanency of projects:**

Outagamie and Brown County staff will record all installed practices in a GIS database and be responsible for annual monitoring to ensure each practice remains in place and functions as intended for the life of the practice.

For any structural practices, funded through this or other mechanisms the original cost-share agreement will be recorded with the deed of the parcel on which the practice is installed. This assures that operation and maintenance requirements stay with the project regardless of ownership for the life of the practice.

For non-structural practices such as conservation tillage, cover cropping, or concentrated flow area treatment, a more robust inspection schedule will be required to assure that practices are installed as contracted annually. This is where water quality trading will also play a major role within the project area. As Point Sources sign contracts with landowners to purchase credits for reductions being achieved through the project, more prolonged “permanency” will be achieved via trading contracts between point and non-point sources.

**2. Results: Outputs and Outcomes:**

Project Tasks	Outputs	Outcomes
<b>Task 1</b> <b>Land Conservation</b> Implemented by: Outagamie County Brown County The Nature Conservancy	<ul style="list-style-type: none"> <li>• 35’ Stream Buffering on 216 acres and 50’ Stream Buffering on 60 acres reducing 222.5 tons of sediment and 1092 lbs of phosphorus annually</li> <li>• Streambank Protection (riprap) on 55,012 feet reducing 3025 tons of sediment and 1583.9 lbs of phosphorus annually</li> <li>• Concentrated Flow Area Treatment on 506,318 feet</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholder understanding of Land Conservation expectations throughout the Plum/Kankapot watersheds</li> <li>• Practices Installed will lead to decreased sediment and nutrient loading to the Plum and Kankapot sub-watersheds, the Lower Fox River and ultimately the Bay of Green Bay will result in improved water quality and increased wildlife habitat</li> </ul> Recommendations for others in the



	<p>reducing 1623.4 tons of sediment and 1379 lbs of phosphorus annually</p> <ul style="list-style-type: none"> <li>• Cover Crops (calculated for fields w/ a 3% or greater avg. slope) on 6,802 acres reducing 784 tons of sediment and 2767 lbs of phosphorus annually</li> <li>• Vertical Manure Injector used to apply manure on 2860 acres reducing 754 tons of sediment and 1108 lbs of phosphorus annually</li> <li>• 6 - ½ to 1 acre Treatment Wetlands capturing 14.8 tons of sediment and 43.6 lbs of phosphorus per wetland</li> <li>• GIS database of practices installed</li> <li>• Mobile application for producers</li> </ul>	<p>watershed and throughout the region on:</p> <ul style="list-style-type: none"> <li>• The use of alternate manure injection technology to ensure cover crops are able to be maintained especially during extended growing seasons.</li> <li>• The use of ½ acre treatment wetlands to manage phosphorus from tile drain outlets and sediment from small drainage areas.</li> </ul> <p>GIS record of practices</p> <ul style="list-style-type: none"> <li>• Allows for technicians in the field to easier verify and monitor practices for the life of the practice.</li> <li>• Database will allow for reports to alert staff prior to a BMP expiring, allowing technicians to work with landowners to revitalize the BMP instead of having to pay to reinstall the practice.</li> </ul> <p>Mobile application</p> <ul style="list-style-type: none"> <li>• Easy access to producers to conservation information may result in practice change</li> </ul>
Measurements:	<ul style="list-style-type: none"> <li>• Number of Contracts signed with eligible landowners</li> <li>• Number of practices input in the GIS database</li> <li>• Water quality data comparing baseline and post-BMP installation</li> <li>• Number of mobile application downloads</li> </ul>	
<p><b>Task 2</b> <b>Water Quality Trading (WQT)</b></p> <p>Implemented by:</p> <p>Fox-Wolf Watershed Alliance</p> <p>Great Lakes Commission</p>	<ul style="list-style-type: none"> <li>• Training for FWWA staff</li> <li>• Technology infrastructure necessary to support trading on the FWWA website.</li> <li>• Meetings with DNR</li> <li>• Trade Ratios for innovative practices (Output from WDNR)</li> <li>• Outreach Materials for Point Sources</li> <li>• Assessment of practices for potential credit generation</li> <li>• Facilitate Trades, track credits</li> </ul>	<ul style="list-style-type: none"> <li>• Increased knowledge, ability to properly generate tradeable credits using the WDNR trade ratios</li> <li>• Developed program brings confidence to point sources in the watershed to utilize trading as a compliance option</li> <li>• Successful trades bring additional funding for land conservation to the watershed aiding in the ability to ensure permanency of land conservation practices.</li> </ul>
Measurements:	<ul style="list-style-type: none"> <li>• Number of farmers or “sellers” in the project area that have analyzed their farm and farming practices (e.g., via SnapPlus and other WI DNR-approved models) to determine their potential to generate tradable water quality credits</li> <li>• Number of farmers or “sellers” in the project area that have analyzed the costs of generating tradable water quality credits</li> <li>• Number of trading partners, either “sellers” (e.g., farmers) or “buyers” (e.g., point source permittees) in the project area that have engaged in ongoing communications and information sharing with members of the project team to</li> </ul>	

	inform a brokered water quality trading agreement <ul style="list-style-type: none"> <li>• Number of point sources in the project area that have submitted a “Notice of Intent” to trade as required by WI DNR per the agency’s guidance</li> <li>• Number of potential trades where specific traders [(buyer and seller(s))] have been identified within the project area, for which for which specific trade eligibility has been determined per WI DNR guidance             <ul style="list-style-type: none"> <li>• Number of water quality trade contracts drafted for specific trade partners in the project area</li> <li>• Number of potential trading partners engaged in negotiations to pursue brokered trades (but where an actual contract has not yet been signed)</li> <li>• Number of trade contracts signed</li> </ul> </li> </ul>	
<b>Task 3 Monitoring</b>  Implemented by:  University of Wisconsin Green Bay Measurements:	<ul style="list-style-type: none"> <li>• Monitoring data comparing baseline data with post BMP implementation data to determine effectiveness on both a watershed basis as well as some individual single site monitoring data for specific practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to link water quality data with land conservation practices on a watershed scale.</li> <li>• Ability to make strategic decisions based on lessons learned from water quality data.</li> </ul>
<b>Task 4 Outreach</b>  Implemented by:  Fox-Wolf Watershed Alliance  Great Lakes Commission  and all other project partners Measurements:	<ul style="list-style-type: none"> <li>• Local Outreach             <ul style="list-style-type: none"> <li>○ Annual Updates at the Fox-Wolf Watershed Alliance Watershed Conference</li> <li>○ Participate in Lower Fox and Upper Fox/Wolf TMDL Implementation teams to provide updates monthly</li> </ul> </li> <li>• Regional Outreach             <ul style="list-style-type: none"> <li>○ Regional Workshops – held in year 1 and year 5 of the project.</li> <li>○ Regional webinar held in year 3 of the project</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Understanding among stakeholders locally and throughout the region of progress, hurdles and success of project.</li> <li>• Transferring lessons learned throughout region gives others the ability to utilize the tools that were successful and avoid duplication of project pitfalls.</li> </ul>
	<ul style="list-style-type: none"> <li>• Monitoring Data</li> <li>• Number of participants at conferences/workshops/webinars</li> <li>• Monitor the benefit of regional outreach by post workshop/webinar surveys</li> </ul>	

### 3. Collaboration and Plans:

The extent to which this project is successful depends entirely on community support, landowner participation, competent and committed staff, sufficient funding and an integration of various programs. The framework of a successful project involves collaborative contributions from all project partners identified below, divided by project task.

See Other Attachment Form “Support Letters” for letters of support of our collaborating partners.

#### Task 1: Land Conservation

Many of our partners will play a vital role in conveying project progress and outputs to watershed

landowners about the project and assist in building awareness about the benefits of reducing sediment and nutrient loading.

- Outagamie County Land Conservation Department – The Outagamie County Land Conservation Department will be the primary Best Management Practices (BMP) implementing agency for the project. The LCD will hire project specific staff who, along with existing seasoned staff, will work one-on-one with watershed landowners and operators to design, contract, and install BMPs to achieve the greatest reduction of sediment and nutrient delivery possible for the project area. Funding for practices will be assigned separately for each site utilizing multiple sources including, EQIP, TRM, and SWRM funding in addition to this grant. While project staff will be hired and housed by Outagamie County, they will work project wide with adjoining County conservation staff to implement the goals of the project, regardless of political boundaries.

Outagamie County has been awarded a large-scale Targeted Runoff Management (TRM) grant from the Department of Natural Resources for the Plum/Kankapot watershed for 2015-2018, totaling \$999,906. Funding from the TRM program will be used to install necessary practices that complement the practices identified in this proposal. Through on the ground assessment of the watershed, county staff identified significant stream bank erosion that was not accounted for during TMDL development. If successful with this proposal, project partners anticipate exceeding the TSS reductions identified in the TMDL!

- Brown County Land & Water Conservation Department – A portion of the Plum/Kankapot Watershed crosses into adjacent Brown County. Several landowners in this area will have land in both Brown and Outagamie Counties. Project staff will work with Outagamie County staff to ensure a coordinated approach when providing technical assistance to landowners within the project area.
- The Nature Conservancy – TNC is a non-profit organization that has been working in Wisconsin for over 50 years to conserve the lands and waters on which all life depends. TNC has worked collaboratively in the Green Bay watershed for over a decade to improve the health of Green Bay. TNC will work with partners to test the ability of using natural infrastructure (wetlands) to improve water quality. TNC will provide science input and facilitation of the treatment wetland portion of this project, working with County staff on wetland restoration site selection and design, with University of Wisconsin – Green Bay on the monitoring protocol, and with all partners on disseminating lessons learned. TNC will also conduct basic wildlife surveys to evaluate the wildlife use of the treatment wetlands compared to reference sites.
- Citizens of the Plum & Kankapot Creeks Watershed – The most important partner in the team, their collaboration will play a vital role in the success of implementing the project. The ultimate success of the program will require their acceptance and cooperation. Historically, the landowners within this watershed have cooperated through other conservation programs, installing hundreds of thousands of dollars in BMP's. The practices offered through this proposed project will directly complement many of the practices installed within the watershed in order to achieve even greater reduction of pollutants delivered to the Plum and Kankapot Creeks and ultimately to the Lower Fox River and Lower Green Bay AOC.

**Task 2: Water Quality Trading (WQT)** – WQT is an EPA and WI DNR approved compliance option that allows permit holders under the federal Clean Water Act to comply with their permits through cost-effective measures that involved installing conservation practices across the watershed. A WQT program is being established through the *Fox P Trade* project being led by the Great Lakes Commission in partnership with FWWA and many of the other partners on this proposal. It is imperative to utilize the partnerships that already exist and continue to build new partnerships to ensure a successful program is developed; which this project will achieve..

- Great Lakes Commission – Since 2013, the Great Lakes Commission has been working in the Lower Fox River Watershed on the *Fox P-Trade* project as part of a Contribution Agreement with by NRCS. Upon completion of that project in December 2016, GLC deliverables include a handbook with specific steps and recommendations on how water quality trading should be conducted in the Lower Fox River Watershed. FWWA has worked with GLC as the local Outreach Coordinator on the project. Building upon this relationship will allow the *Fox P-Trade* project to transform into a fully-functioning water quality trading program in the watershed.

For this project **GLC will provide:**

**1) Training: Conduct 3 training sessions for FWWA and other project partners on specific deliverables from the Fox P Trade project, including:**

- Phosphorus Credit Calculator
- Water Quality Credit Generation Cost Estimation Tool
- Lower Fox River Watershed Water Quality Trading Handbook
  - Hands-on presentation and review of contents with step-by-step instructions
  - In-person training on steps and approaches for conducting brokered trades

**2) Technical Assistance: Coordinate with WI DNR on trade ratios for innovative practices -**

Current Wisconsin Department of Natural Resources Guidance on Water Quality Trading includes trade ratios for quantifying tradable credits for only ten (10) agricultural conservation practices and six (6) urban best management practices. Additional practices will be implemented through this GLRI proposal that could generate tradable water quality credits. However, these innovative practices will need to be assessed by DNR and uncertainty factors will need to be developed for these innovative practices so that they credit generation can be quantified. GLC compile relevant information on the innovative practices deployed in this proposal and will work with WI DNR to develop appropriate trade ratios for those practices.

- Wisconsin Department of Natural Resources – WDNR has developed Water Quality Trading Guidance and has been an integral partner in testing that guidance as the Fox P-Trade project moves forward. To achieve the reductions necessary in the Lower Fox River Watershed innovative practices must be utilized on the landscape. DNR will partner with the Great Lakes Commission and the Fox-Wolf Watershed Alliance to develop trade ratios for those practices.
- Point Sources located in the Lower Fox River Watershed – Success of the Water Quality Trading portion of this project will depend on involvement from some of the point sources in the watershed. The FWWA has been building relationships with these point sources for the past 4 years. This project has the potential to increase the reduction of nutrients and sediments loading into the Lower Fox River and do so in a manner that saves permit holders money by matching water quality trading credit buyers and sellers. In some cases this savings to point sources will keep money in the pockets of watershed residents ultimately bettering the economy in the watershed and adding more “permanency” to the cropping practices identified as necessary for success.

**Task 3: Monitoring –**

- University of Wisconsin Green Bay (UWGB)  
**Plum and West Plum Monitoring** - The Lower Fox River Watershed Monitoring Program (LFRWMP) at UWGB, along with USGS has been cooperatively monitoring Plum Creek since October 2010 and the West Branch of Plum Creek for the past two years. The value of the existing

automated monitoring infrastructure (equipment and installation) at the two Plum Creek stations is more than \$25,000.

For this proposal we will contract with the USGS to continue our cooperative flow, concentration and load monitoring at both of the existing Plum Creek stations for Water Years 2015-2019. The West Plum station will be upgraded to include AC power and online, remote communication capabilities. We plan to analyze 125 event samples/year for TP and TSS from the two sites. Approximately 50 event flow samples will be analyzed for DP each year. Approximately 39 low flow samples will be collected from each site. Samples will be collected weekly May-October and monthly for the remaining months. One-half of the samples will be analyzed for DP in addition to TP and TSS. All samples will be analyzed at the NEW Water (Green Bay Metropolitan Sewerage District, GBMSD) certified lab. All data from the two Plum Creek sites will be stored in the USGS National Water Information System (NWIS) database.

***Agricultural Runoff Treatment Wetland Monitoring*** - This proposal includes flow and water quality sampling for agricultural treatment wetlands to be installed to treat surface and tile flow in small catchments within the Plum Creek watershed. Discharge and water quality will be monitored at inlets and outlets of two treatment wetland watersheds in Plum Creek by the U.S. Geological Survey (USGS). USGS and UWGB staff will assist The Nature Conservancy staff and other project partners in site selection and design of treatment wetlands and monitoring points.

Baseflow and storm event water samples will be collected and analyzed for suspended sediment dissolved phosphorus, and total phosphorus. The water-quality and flow data will be used to compute daily phosphorus and suspended sediment loads and to evaluate treatment effectiveness of the wetlands. Sampling will consist primarily of event-based sampling. Event-based monitoring consists of intensive sampling during periods of increased runoff resulting from precipitation and snowmelt. These periods of extreme variation in concentration and flow are critically important in accurately defining loads. Routine sampling will be conducted by the USGS. Automated samples will be retrieved with assistance from UWGB staff. The USGS will determine which samples should be analyzed to represent the changes in water quality in the surface and tile inflows and wetland outflow. All samples will be analyzed at the GBMSD laboratory.

***Field Catchment Monitoring*** - UWGB will assist the Outagamie County Land Conservation Department in conducting edge-of-field runoff monitoring to compare and demonstrate the effectiveness of targeted sediment and associated nutrient reduction practices (e.g., concentrated flow treatment practices) small, within-field catchments. Photographic documentation of catchment conditions, treatment practices and runoff characteristics will also be conducted and used for outreach and education purposes.

#### ***Task 4: Regional Coordination and Outreach –***

- **Great Lakes Commission** – The GLC will conduct 2 regional workshops and two webinars to build a Great Lakes regional network among GLRI-funded projects in Priority Watersheds (Maumee, Saginaw, and Lower Fox). Specific activities are described below.
  - 1) **Planning and conduct of 1st regional workshop** - This activity will involve convening the winning grantees and their key partners within each of the GLRI priority watersheds: Lower Fox, Saginaw, and Maumee. This objective of this first workshop will be to provide an in-person forum for each of the winning project teams in each of the GLRI priority watersheds to network and share their approaches, metrics, and anticipated challenges. This will enable teams to transfer knowledge, information, and ideas to their respective projects, where appropriate, through adaptive management.
  - 2) **Planning and conduct of 2 regional webinars** - In years 3 and 4 of the project, each of the priority watershed projects will have adequate experience to share lessons learned. These

webinars will provide a forum for each of the winning project teams in each of the GLRI priority watersheds to share progress to date, challenges (actual compared to anticipated) and lessons learned thus far. This will enable teams to learn from the other projects and enhance overall basinwide impact in the three priority watersheds.

- 3) **Planning and conduct of 2nd regional workshop** - This activity will involve convening the winning grantees and their key partners within each of the GLRI priority watersheds: Lower Fox, Saginaw, and Maumee. This objective of this second and final workshop will be to provide a forum for each of the winning project teams in each of the GLRI priority watersheds to network and share their approaches, metrics, and actual challenges and successes. A special session of the workshop will be designed to enable project team members to explore future partnerships that build on lessons learned in future collaborations.

Aside from the relevance of the GLRI Action Plan and the EPA Strategic Plan discussed in previously, this project is consistent with the following plans for protection and restoration of the Lower Fox River and Green Bay AOC:

Lake Michigan Lakewide Management Plan (LaMP), 2008 - Developed by the Lake Michigan Technical Committee with assistance from the Lake Michigan Forum and various other agencies and organizations. [www.epa.gov/glnpo/lamp/lm\\_2008/lm\\_2008.pdf](http://www.epa.gov/glnpo/lamp/lm_2008/lm_2008.pdf)

A long-term goal of the LaMP to ensure that rivers and streams are adequately buffered to reduce sedimentation and nutrient inflow, ties directly to the focus of this project. Many other priorities of the LaMP are common components of this proposed project, including the protection of large contiguous blocks of forest, grassland and wetland that serve as habitat for mammals, birds, and amphibians and provide a self-sustaining ecosystem for all to enjoy.

Lower Green Bay Remedial Action Plan, 1993 Update for the Lower Fox River and Green Bay AOC, WDNR. <http://dnr.wi.gov/org/water/greatlakes/priorities/1993RAPupdate.pdf>

The Lower Green Bay RAP is a long-range strategy for restoring water quality to the lower Bay and Fox River ecosystem. Two of the top five high priorities for the RAP are to reduce suspended sediments and phosphorus. Controlling nonpoint sources of total phosphorus and sediment in the Plum and Kankapot sub-watersheds will be critical to addressing these impairments and restoring human recreational use and enjoyment of Lower Fox River Basin. The Lower Green Bay RAP and the LaMP are similar in that they both use an ecosystem approach to assess and remediate environmental degradation of the beneficial use impairments. The RAP, however, encompasses a much smaller geographic area, concentrating more on a single watershed with contaminated sediments.

Total Maximum Daily Load (TMDL) & Watershed Plan for Total Phosphorus and Total Suspended Solids in the Lower Fox River Basin and Lower Green Bay, prepared by the CADMUS Group for WDNR, the Oneida Tribe & the EPA, March 2012.

<http://dnr.wi.gov/water/wsSWIMSDocument.ashx?documentSeqNo=62246254>

According to the TMDL, the Plum and Kankapot sub-watersheds are the highest sediment and nutrient loading watersheds in the Lower Fox River. Controlling significant sources of total phosphorus and sediment loads in these sub-watersheds will be critical to achieving the Lower Fox River TMDL targets.

Outagamie County Land and Water Resource Management Plan (LWRM) 2010-2015, April 2010, developed by the Outagamie County Local Advisory Workgroup.

<http://www.co.outagamie.wi.us/landcons/Outagamie%20County%20LWRM%20Plan2010-2015.pdf> Controlling significant sources of total phosphorus and sediment loads in the Lower Fox Basin, such as those from the Plum and Kankapot sub-watersheds, will be critical to achieving the following goals and objectives of the LWRM Plan;

- ✓ Protect and enhance the quality of our surface water, groundwater and soils
- ✓ Protect and enhance wetland and upland habitat.

- ✓ Ensure the consistent implementation of the Stormwater Management and Erosion Control Ordinances in Outagamie County
- ✓ Partner with and involve citizens in soil and water conservation initiatives in rural and urban areas.

### **3. Community-Based Focus and Environmental Justice Impacts:**

#### ***Community-Based Focus:***

The Fox-Wolf Watershed Alliance has a history of working with government and community-based organizations. The FWWA is an umbrella organization in the watershed, bringing attention to individual organization's efforts in the watershed and coordinating efforts when applicable to more cost effectively protect or restore our shared resources.

For this project, FWWA is coordinating the efforts of Outagamie County, Brown County, The Nature Conservancy, University of Wisconsin Green Bay, the Great Lakes Commission and our own. Sub-awards will be granted to each of the above mentioned entities in order to enhance the project effectiveness and efficiency.

Outagamie County and Brown County have a history of involving citizen input in the development of conservation plans for the Counties. This has been accomplished by assembling citizen's advisory committees from which to garner input from those impacted by the plans and to establish a list of their resource concerns. This process in particular was used by Outagamie County to develop the County Land and Water Resource Management Plan as well as the Duck/Apple/Ashwaubenon Priority Watershed Project. Similarly, citizen involvement was drawn upon in the development of the Lower Fox River TMDL Draft Plan via both targeted groups of farmers and landowners at facilitated meetings, as well as through a random survey of 1000 property owners in the Basin. The common resource concern of all of these groups is the delivery of phosphorus and sediment to the waters of the Counties. Not only were these common concerns, they also topped the list with each group

#### ***Environmental Justice:***

The receiving water body to both the Plum and Kankapot Creeks is the Lower Fox River. Below the outlets of both watersheds lie the communities of Wrightstown, De Pere, and Green Bay. Since settlement and the development of industry in the Lower Fox Valley, this stretch of river has been inundated with discharge of pollutants from many of the point source factories upstream, as well as extensive impact from nonpoint sources due to the boom in development of this thriving industrial area over the last century. Fortunately, the Clean Water Act resulted in tighter regulation of the point sources in the 1970's, and more recently local stormwater and erosion control ordinances have helped to reduce the impacts of development. Unfortunately, the citizens of these downstream communities have been negatively impacted by the reduction of water quality and years of degradation. The aforementioned Acts and Ordinances have made positive strides towards improving the water quality for these communities, yet the agricultural nonpoint runoff is still impacting surface water through sediment and nutrient delivery to the Lower Fox River.

This proposed project will help to address this issue and bring further relief to the downstream communities who have, due to their proximity, been the unwilling recipient of these pollutants for decades.

### **4. Programmatic Capability and Past Performance:**

#### **a/b. Past Performance and History of meeting the reporting requirements**

While our project partners have received past awards, have experience and have been successful completing and managing the assistance agreements, the Fox-Wolf Watershed Alliance does not have

relevant past performance or reporting information for federal awards including GLRI. Our project partners and have committed their support to assist FWWA as needed. FWWA would be willing to engage the Great Lakes Commission as the fiscal agent for the project should EPA prefer to work with an organization with a long history of federal grant management. (See GLC's performance history below).

**c. Organizational Experience and plan for timely and successfully achieving project objectives:**

***Organizational Experience***

The Fox-Wolf Watershed Alliance is a 501 (C) (3) watershed organization with the resources and expertise required to complete this project. This project will be guided by an advisory board made of FWWA Board members and project partners including members of state and local agencies, multi-state organizations, universities, local government, landowners and environmental organizations., managed by a team of professionals including FWWA Director and FWWA Office Manager and administered by FWWA staff and a team of expert project partners assembled by FWWA to ensure project success.

The Fox-Wolf Watershed Alliance has been working to find cost effective ways to improve water quality in the watershed for over two decades. During that time, our organization has built trusted relationships with local governments, business and industries, non-profits and the general public. The FWWA, was established as the Northeast Wisconsin Waters for Tomorrow (NEWWT) in 1987 by community leaders to determine the most cost-effective actions to meet the goals of the Remedial Action Plan (RAP). Since its inception, FWWA has been an active organization in the watershed.

- In 1989, NEWWT conducted a study in to assess the feasibility of pollutant trading in the Fox-Wolf River Basin. The study determined that a regulatory driver would be necessary for trading to be successful in the watershed.
- In 1993 the Northeast Wisconsin Land Trust (NEWLT) began as a part of FWWA, known at that time as the Fox-Wolf Basin 2000. NEWLT separated from FWWA in 1996 in order to pursue it's own mission of permanently protecting Northeast Wisconsin's special natural places that contribute and sustain our quality of life.
- In 2005, the Northeast Wisconsin Stormwater Consortium (NEWSC) was created as a subsidiary of FWWA. NEWSC is a network of communities that equitably share resources to cost effectively address stormwater issues and ultimately achieve behavior change, thereby improving watershed health. NEWSC membership has grown from it's original thirteen members and is currently forty-one municipalities strong.

Seeing the driver for watershed compliance options emerge with the signing of the Lower Fox River Total Maximum Daily Load in May of 2012, the Fox-Wolf Watershed Alliance set its sights back on cost effective solutions to improving watershed health. In 2013, FWWA conducted a Feasibility Study on Wisconsin's Adaptive Management Option on behalf of five of the point sources in the Lower Fox River Watershed and in 2014 FWWA staff joined the Great Lakes Commission's Fox P-Trade Project as the regional outreach coordinator.

FWWA staff currently sits on the Brown County Phosphorus Committee, the Winnebago Waterways Project Steering Committee, the Lower Fox River TMDL Agriculture, Outreach, MS4 and Monitoring Committees, the Silver Creek Adaptive Management Advisory Committee, and is involved with point sources in the watershed through regional Chambers of Commerce, and the Lower Fox River Dischargers Association. Partnerships within the watershed have been made, a regulatory driver now exists that will engage point sources in watershed compliance options, now we need to get the ball rolling by installing practices in the watershed that reduce TSS and phosphorus and generate credits.

***Plan for timely and successfully achieving project objectives***

To ensure project success and timely completion of this project, FWWA has called upon a number of partners in the watershed to share their expertise to carry out the project. FWWA Director will have



monthly check-ins with project partners and hold quarterly project meetings with the project advisory board and project partners.

**d. Staff Expertise/Qualifications (Staff expertise or the ability to obtain them)**

See Item 8. Other Attachments Form – Resumes or Curriculum vitae of Principal Investigators and Critical Staff for more specific staff experience information

**Fox-Wolf Watershed** staff have experience in project management, grant tracking, partnership building and watershed outreach and education. A qualified Web Designer with a Geographic Information Systems Management Specialty will be hired in a timely manner to work on this project. The project advisory committee made of Fox-Wolf Board Members, watershed stakeholders and Wisconsin DNR staff has over 100 years of experience working in the watershed with extensive experience in agricultural land conservation, wetlands mitigation, land protection and restoration, conservation planning, and water quality data collection.

The Fox-Wolf Watershed Alliance has extensive history working collaboratively with the other project partners as well as many others in the watershed and throughout the region. The history of successful cooperative projects among the key conservation partners (Outagamie County, Brown County, The Nature Conservancy, Great Lakes Commission, WDNR, and University of Wisconsin) is evidence of their collaborative intent and experience. Partner expertise includes sediment and nutrient management through land conservation, education and outreach with agricultural stakeholders, wetland mitigation, protections and restoration, freshwater conservation and restoration, water quality and biologic monitoring.

**Outagamie County LCD** has been working on installing land conservation through a variety of state and federal cost share programs since the mid 1980's. The plan for timely completion of this project will be to focus on contacts with landowners of critical sites within the watershed. A good working relationship has already been established with many of the landowners in the watershed through earlier programs. Accomplishments of previous grant funded projects and the many other programs implemented by the Outagamie County LCD would not be possible without a highly trained and qualified staff. The staff of nine employees collectively has over 111 years of Conservation Program experience, which is invaluable when dealing with complex programs and getting conservation implemented at the local level.

**Brown County LCD** has been working on installing land conservation practice BMP's through a variety of state and federal cost share programs since the 1980. Brown County utilizes a one-on-one contact strategy with landowners to inventory, and assess conservation needs of each individual farm. A good working relationship has already been established with many of the landowners in the watershed through earlier programs. We have also worked diligently to maintain a cooperative relationship with NRCS in coordinating conservation effort and associated dollars county wide.

Brown County currently has a staff of 11 employees (including 3 engineers and 3 agronomists) with collective Conservation Program experience totaling over 147 years which is invaluable when dealing with complex programs and getting conservation implemented at the local level.

**The Nature Conservancy** staff involved with this proposal have over 40 years of proven project, business and conservation management experience. TNC staff involved have extensive conservation experience in partnership building, wetland planning, wetland mitigation, scientific design, agricultural watershed projects, and grant management. Much of this experience has occurred with a Great Lakes watershed focus. In addition, our Wisconsin team works in concert with other TNC scientists with additional expertise in treatment wetland design and monitoring and water fund projects. Access to this knowledge provides additional project resources. Resumes and/or curricula vitae are available upon request.

**The Great Lakes Commission (GLC)** has a 50-plus year history of leading and assisting with projects to improve water quality and other ecological conditions in the Great Lakes basin through reductions in non-point sources of pollution.

- For more than two decades, our organization has convened the regional Great Lakes Soil Erosion and Sedimentation Task Force to protect and improve water quality in the Great Lakes through financial incentives, information and education, and professional assistance.
- For almost a decade we have been advising and promoting the development of new models for assessing sediment loads from Great Lakes tributaries;
- We have recently initiated a Demonstration Farms project in the Lower Fox River Watershed. Under a Contribution Agreement with NRCS, GLC is working with state and county agencies to identify specific farms where the accelerated installation of innovative conservation practices can demonstrate measurable water quality improvements
- Beginning in 2013 and also under a Contribution Agreement with NRCS, GLC is developing a water quality trading program in the Lower Fox River watershed (*Fox P Trade*) whereby agricultural conservation practices are installed beyond state standards so as to further improve water quality and provide farmers with a long-term non-public source of funding to install and maintain conservation practices. The capacity and lessons learned from Fox P Trade will be directly applied to the work proposed in this project.

The GLC has a history of successful performance as both a federal assistance and grant recipient and manager. The GLC's legal standing as an interstate compact agency, including tax exempt and nonprofit status, makes it eligible to receive grants, contracts and donations from any public or private sector source. In its last fiscal year (2013), the GLC was awarded and managed approximately 65 federal and non-federal grants and contracts totaling over \$6.6 million, ranging in size from \$5,000 to over \$10 million.

## **5. Education/Outreach.**

Project progress and results will be disseminated locally and throughout the Great Lakes Region.

FWWA will be responsible for local outreach. FWWA has a history of education and outreach in the Fox-Wolf Basin, project results will be shared at the annual Fox-Wolf Watershed Conference and monthly at TMDL implementation team meetings. This local outreach will allow for the successes of the Plum Kankapot Land Conservation and the trading that occurs as a result of this project to be replicated throughout the Lower Fox River Watershed and the Fox-Wolf Basin.

GLC will conduct regional webinars in the first year, third year and at the completion of the project. These webinars will convene the winning grantees and their key partners within the Lower Fox, Saginaw and Maumee to share their project challenges, progress, successes and lessons learned with each other and stakeholders throughout the Great Lakes Basin.

UW – Green Bay and USGS will contribute to outreach efforts of the project team. Fermanich and other members of the monitoring team will present regular updates at basin stakeholder meetings and conferences. All cooperative USGS water-quality data and computed loads will be published in annual USGS data reports and stored in the National Water Information System data base (<http://waterdata.usgs.gov/nwis>). One or two final technical reports summarizing the monitoring results will be jointly authored by the project team.

**c. DETAILED BUDGET NARRATIVE:**

**Budget Table**

<b>Note: Costs are for a 5-Year Project</b>		<b>EPA Funding</b>	<b>Leverage</b>
<b>Personnel</b>			
Director @ \$33.89/hr x 1,560 hrs/year x 5 years		\$264,342	
Office Manager @ \$19.91/ hr x 520 hrs/year x 5 years		\$69,966	
Computer/GIS \$26.91/hr x 1040 hrs/year x 5 years		\$139,932	
<b>TOTAL PERSONNEL</b>		<b>\$382,092</b>	
<b>Travel</b>			
Operating costs (staff provided vehicle): Estimated at 1,200 miles @ \$0.55 per mile = \$660 per year x 5 years		\$3,300	
<b>TOTAL TRAVEL</b>		<b>\$3,300</b>	
<b>Supplies</b>			
Outreach materials		\$2,500	
Office space and utilities (\$1,800 per year x 5 years)			
<b>TOTAL SUPPLIES</b>		<b>\$2,500</b>	
<b>Contractual</b>			
Lawyer Consultation and Services		\$200,000	
<b>TOTAL CONTRACTUAL</b>		<b>\$200,000</b>	
<b>Other</b>			
<b>Subawards – See Subawards detailed budgets below</b>			
Outagamie County		\$2,370,002	\$1,047,704
Brown County		\$272,629	
The Nature Conservancy		\$61,228	
University of Wisconsin – Green Bay		\$688,800	\$90,093
Great Lakes Commission		\$103,522	
Wisconsin Department of Natural Resources		\$20,000	
<b>TOTAL OTHER</b>		<b>\$3,516,181</b>	
<b>TOTAL FUNDING</b>		<b>\$4,196,221</b>	<b>\$1,137,797</b>
<b>TOTAL PROJECT COST (All Funding)</b>		<b>\$5,334,018</b>	

**Budget Narrative**

The Fox-Wolf Watershed Alliance looks forward to advancing agricultural TMDL implementation in the watershed and building the capacity to facilitate water quality trading in the Fox River Basin. To complete the tasks identified in the proposal FWWA is requesting funding through GLRI for:

- Personnel – FWWA staff will spend 3120 hours over 5 years to administer the grant, manage the project, build the capacity within our organization to facilitate water quality trading and facilitate trades.
- Travel – Mileage reimbursement for staff to travel to meetings throughout the watershed
- Supplies - Funds to develop outreach materials for the project and for water quality trading
- Contractual – FWWA will contract with a lawyer to review documents and processes as well as determine liability related to brokering water quality trading
- Other – To ensure project success and timeliness, subawards will be provided to project partners. Project partners have provided detailed budget tables for their subawards below.
  - Outagamie County will be providing voluntary cost share. A large portion of this cost share is from a large-scale Targeted Runoff Management (TRM) grant the county has been awarded from the WI Department of Natural Resources for the Plum/Kankapot watershed for 2015-2018. The county will also supply voluntary cost share for project staff and supplies involved with developing the mobile application.

- The University of Wisconsin Green Bay is providing voluntary cost share through a cost match program with USGS.

***Sub-Award Detailed Budgets – Note - Costs are for 5 year project***

<b>Outagamie County</b>	<b>Sub-award</b>	<b>Leverage</b>
<b>Personnel</b>		
Project Tech II @ \$38,947/year (40hrs/wk) x 5 years	\$194,735	
Project Agronomist @ \$38,947/year (40hrs/wk) x 5 years	\$194,735	
Project Tech II @ \$38,947/year (2.5 hrs/wk) x 5 years		\$12,171
GIS Specialist/Systems Administrator @ \$25.83hr (80 hrs for implementation, 40 hours for annual updates)		\$6,199
<b>TOTAL PERSONNEL</b>	<b>\$389,470</b>	<b>\$18,370</b>
<b>Fringe Benefits</b>		
40% of Salary and Wages (FICA, Retirement & Health Benefits)	\$155,788	\$7,348
<b>TOTAL FRINGE BENEFITS</b>	<b>\$155,788</b>	<b>\$7,348</b>
<b>Travel</b>		
Fuel costs for Project Staff (2 vehicles): Estimated at 4,800 miles per year x 2 vehicles = \$2,400 per year x 5 years	\$12,000	
Operating costs (1 County provided vehicles): Estimated at 4,800 miles x 1 vehicles @ \$0.17 per mile = \$1,632 per year x 3 years		\$4,080
Vehicle Lease: \$5,000 per year x 5 years	\$25,000	
<b>TOTAL TRAVEL</b>	<b>\$37,000</b>	<b>\$4,080</b>
<b>Supplies</b>		
Outreach materials/Brochures/Meeting expenses	\$10,000	
Office space, phone and utilities (Provided by County Tax Levy) (100 sq. ft. x \$16 per sq. ft. = \$1,600 per year x 5 years)		\$8,000
ESRI Mapping Software Suite @ \$60,000/yr (5% dedicated to project)		\$5,000
ArcGIS Online @ \$200/account/year (5 accounts needed)x5 years		\$5,000
<b>TOTAL SUPPLIES</b>	<b>\$10,000</b>	<b>\$18,000</b>
<b>Equipment</b>		
2 - Vertical Till Injectors	\$190,000	
<b>TOTAL EQUIPMENT</b>	<b>\$190,000</b>	
<b>Contractual (BMP Installation)</b> (Leverage provided by TRM grant received by the County)		
35' Stream Buffering on 76 acres (76 acres @ \$3,000/ac)	\$228,000	
50' Stream Buffering in key locations on 58 acres (58 acres @ \$3,000/ac)	\$ 174,000	
Streambank Protection (riprap) – 47,520 feet	\$ 130,500	
Concentrated Flow Area Seeding – 128 acres (128 acres@ \$35/acre = \$4,480)	\$4,480	
Cover Crop – Aerial Application over standing silage corn 847 acres @ \$53/acre x 4 years	\$179,564	
6 - ½ acre to 1 acre treatment wetlands	\$90,000	
Wisconsin DNR TRM Grant awarded to county to install land conservation practices in the Plum & Kankapot Creeks.		\$999,906
Smart phone application developer	\$25,000	
<b>TOTAL CONTRACTUAL</b>	<b>\$ 831,544</b>	<b>\$999,906</b>
<b>Other</b>		

35' Stream Buffering One Time Incentive Payment 76 acres @ \$1,000 per acre	\$76,000	
35' Stream Buffering Annual Incentive Payment 76 acres @ \$500 per acre x # of years	\$114,000	
50' Stream Buffering One Time Incentive Payment 58 acres @ \$3,000 per acre	\$87,000	
50' Stream Buffering Annual Incentive Payment 58 acres @ \$750 per acre x # of years	\$130,500	
Concentrated Flow Area Seeding Annual Incentive Payment 128 acres @ \$100/ac x 5	\$64,000	
Cover Crop – Aerial Application over standing silage corn – Annual Incentive Payment 847 acres @ \$25/acre x 4 years	\$84,700	
Air Strip Enhancement	\$200,000	
<b>TOTAL OTHER</b>	<b>\$756,200</b>	
<b>TOTAL FUNDING</b>	<b>\$2,370,002</b>	<b>\$1,047,706</b>

<b>Brown County</b>	<b>Sub-award</b>	<b>Leverage</b>
<b>Personnel</b>		
Project Tech II @ \$38,947/year (40hrs/wk) x 5 years	\$194,735	
<b>TOTAL PERSONNEL</b>	<b>\$194,735</b>	
<b>Fringe Benefits</b>		
40% of Salary and Wages (FICA, Retirement & Health Benefits)	\$77,894	
<b>TOTAL FRINGE BENEFITS</b>	<b>\$77,894</b>	
<b>TOTAL FUNDING</b>	<b>\$272,629</b>	

<b>Great Lakes Commission</b>	<b>Sub-award</b>	<b>Leverage</b>
<b>Personnel</b>		
(1) GLC Personnel	\$46,684	
<b>TOTAL PERSONNEL</b>	<b>\$46,684</b>	
<b>Fringe Benefits</b>		
45% of Salary and Wages (Description of Fringe)	\$21,008	
<b>TOTAL FRINGE BENEFITS</b>	<b>\$21,008</b>	
<b>Travel</b>		
2 out of state trips for Regional Workshops \$1200 per trip	\$2,400	
3 out of state trips for training of FWWA staff \$1200 per trip	\$3,600	
<b>TOTAL TRAVEL</b>	<b>\$6,000</b>	
<b>Supplies</b>	\$300	
<b>TOTAL SUPPLIES</b>	<b>\$300</b>	
<b>Other</b>		
Phone (including webinar services)	\$500	
Press Releases	\$200	
<b>TOTAL OTHER</b>	<b>\$700</b>	
<b>Total Direct Costs</b>	<b>\$74,692</b>	
<b>Indirect Costs (42.59% of salary and fringe costs)</b>	<b>\$28,830</b>	
<b>TOTAL FUNDING</b>	<b>\$103,522</b>	

<b>The Nature Conservancy</b>	<b>Sub-award</b>	<b>Leverage</b>
<b>Personnel</b>		

Green Bay Project Director	\$20,150	
Dir Science or Conservation Ecologist	\$9,350	
<b>TOTAL PERSONNEL</b>	<b>\$29,500</b>	
<b>Fringe Benefits</b> 40% of salary	\$12,390	
<b>TOTAL FRINGE BENEFITS</b>	<b>\$12,390</b>	
<b>Travel</b>	\$3,500	
<b>TOTAL TRAVEL</b>	<b>\$3,500</b>	
<b>Supplies</b> – outreach/communication fact sheet	\$4,600	
<b>TOTAL SUPPLIES</b>	<b>\$4,600</b>	
INDIRECT COSTS 22.48% of salary+fringe	\$11,238	
<b>TOTAL FUNDING</b>	<b>\$61,228</b>	

<b>University of Wisconsin Green Bay (UWGB)</b>	<b>Sub-award</b>	<b>Leverage</b>
<b>Personnel</b>		
Project Director (fixed;summer)	\$11,000	
Co-PI Watershed Analyst (Acad. Staff 10% yrs 1&2; 20% yrs 3-5)	\$35,585	
Grad Student (hourly; \$15.00/hr; 50 hrs yr 1; 100 hrs yr 2, 400 hrs yrs 3-5)	\$20,250	
Students (hourly; \$12.50/hr, 120 hrs yr1; 150 hrs yr2; 200 hrs yrs 3-5)	\$10,875	
<b>TOTAL PERSONNEL</b>	<b>\$80,710</b>	
<b>Fringe Benefits</b>		
Faculty 52% increase per year = 1%	\$5,945	
Academic Staff increase per year = 1%	\$20,994	
Grad Student 3.5%, increase to 4% years 4 & 5	\$769	
Undergraduates 3.5%, increase to 4% years 4 & 5	\$406	
<b>TOTAL FRINGE BENEFITS</b>	<b>\$28,114</b>	
<b>Travel</b>		
Project (field work, local meetings)	\$8,252	
<b>TOTAL TRAVEL</b>	<b>\$8,252</b>	
<b>Supplies</b>		
General (lab, bottles, chemicals, field, ect.)	\$7,000	
Turbidity probe, loggers, auto samplers, flumes (2 sets)	\$22,000	
Poster printing	\$250	
<b>TOTAL SUPPLIES</b>	<b>\$29,250</b>	
<b>Other Direct Costs</b>		
USGS Subcontract (Plum and W. Plum; Yr 1 inc. equipment)	\$95,375	\$23,843
USGS Subcontract (treatment wetlands; Yr 2 inc. eqpmt, yr 5 inc reporting)	\$265,000	\$66,250
Analytical Lab costs Plum stations (\$11,700 base; 1% inc for Years 4&5)	\$46,917	
Analytical Lab costs 2 edge-of-field sites (24 samples/site * 2 * \$43.50)	\$8,352	
Analytical Lab costs treatment wetlands (80*3 pts*2 wetlands=480 tot; 1/2 w/DP)	\$42,450	
Other (equip. repair, printing, copying, etc..)	\$1,687	
<b>TOTAL OTHER DIRECT COSTS</b>	<b>\$490,784</b>	
<b>Total Direct Costs</b>	<b>\$637,109</b>	
<b>Total Indirect Costs</b> (47.5% of Salaries and Fringe Benefits)	<b>\$38,260</b>	
<b>TOTAL FUNDING</b>	<b>\$688,800</b>	<b>\$90,093</b>

**Expeditious Spending and Sufficient Progress in the use of GLRI Funds:** Project team will check in with project manager monthly to discuss progress to date and upcoming plans. The Fox-Wolf Watershed Alliance will call on additional partners as needed to ensure timely success of the project.

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** AGRONOMIST TECHNICIAN  
**REPORTS TO:** COUNTY CONSERVATIONIST  
**DEPARTMENT:** LAND AND WATER CONSERVATION

**JOB SUMMARY**

Provides technical assistance to county landowners related to the adaptation and enforcement of conservation tillage, nutrient management practices, and integrated pest management practices along with implementation of federal, state and county standards and ordinances.

**ESSENTIAL DUTIES**

Develop programs to provide information, education, and technical assistance to landowners regarding the use of conservation tillage systems and nutrient management practices to ensure compliance with State Ag Performance Standards and local ordinances.

Conduct on-site visits with landowners to determine current compliance status with all applicable County, State and Federal ordinances or standards and provides the necessary technical assistance and guidance to help landowners achieve compliance.

Maintains accurate data on crop field tillage, rotations and residue management results and reviews them with the landowner/operators.

Determine landowner eligibility for the Working Lands Initiative Program based on present cropland management and current soil erosion prediction model calculations using SNAP-Plus and RUSLE2.

Work with landowners to develop conservation plans that maintain compliance with the Working Lands Initiative Program requirements and state and county standards and ordinances.

Annually review nutrient management plans submitted by landowners to ensure compliance with state and local programs and ordinances, specifically NRCS Code 590.

Ensure landowners are provided sufficient and accurate information and technical support to correctly implement nutrient management, and other soil and water conservation practices to ensure compliance with applicable State Ag-Performance Standards and county ordinances.

Develop winter spreading plans.

Develop cost-share agreements with landowners for nutrient management planning. Ensures financial and administrative procedures are completed; maintains costs of agreements, amendments, cost share calculations, funding/grant proposals, project and cost certifications.

Ensure that working relationships are well maintained with all landowners, agencies, and governmental units.

### **NON-ESSENTIAL DUTIES**

Performs related functions as assigned.

### **MATERIALS AND EQUIPMENT USED**

Computer – MS Office, ArcView  
Vehicle  
General Office Equipment

### **MINIMUM QUALIFICATIONS REQUIRED:**

#### **Education and Experience:**

B.S. or Associate Degree in Agronomy, Natural Resource Management, Soil Science, Watershed Management or a related field of study or a combination of training and direct experience.

5 years WI Certified Crop Advisor (CCA) experience, or equivalent, in an Agronomy related position with knowledge of conservation tillage, residue management, nutrient management, and current farming practices.

WI Agronomic certification or equivalent

RUSLE2 and SNAP-Plus computer model experience required.

ArcGIS experience preferred.

#### **Licenses and Certifications:**

Valid Driver's License

WI Agronomic certification (CCA, ARCPACS, or NAICC)

WI Commercial Pesticide Applicator certification (preferred)

USDA-NRCS Conservation Planner certification (preferred)

#### **Knowledge, Skills, and Abilities:**

Thorough knowledge and ability to apply principles of soil erosion control methods, and nutrient management.



Ability to interpret and analyze soil test reports.

Ability to investigate and evaluate animal waste ordinance violations and report finds clearly and concisely to both the department and Corporation Counsel.

Ability to use computers and applicable software including spreadsheet, word processing, RUSLE2, SNAP-Plus and ArcView.

Possess good mathematical skills.

Ability to interpret aerial photography, aerial slides, soils maps, USGS quadrangles, and to use in-field measuring devices.

Knowledge of programs and responsibilities of the County Land and Water Conservation Department; USDA Natural Resource Conservation Service; WI Dept. of Natural Resources; and WI Dept. of Agriculture, Trade and Consumer Protection; US EPA; UW Extension; and non-government organizations.

Ability to understand and apply soil and water resource management planning methods.

Knowledge of Wisconsin State Statutes regarding conservation programs administered by the County and other state soil and water programs.

Knowledge of County water and soil standards, DNR and DATCP programs and reporting procedures.

Knowledge of County and township zoning ordinances.

Knowledge of the Brown County Code of Ordinances.

Knowledge of agronomy, animal husbandry/biology, farming practices, nutrient management and soil sciences of the economics of conservation practices.

Ability to analyze data and formulate solutions to erosion and conservation problems.

Ability to prepare and give presentations through training sessions with associations, community groups, schools, governmental entities and professionals regarding nutrient management and conservation practices.

Ability to promote and persuade landowners to use proven conservation ideas.

Ability to apply for grants through both state and federal agencies.

Ability to address hostile citizens and employees in a tactful manner.

Ability to establish and maintain effective working relationships with employees, landowners, contractors, government officials, and the public.

Ability to communicate effectively both orally and in writing.

**Physical Demands:**

Ability to walk long distances in fields, along uneven terrain.

Intermittent sitting, standing, and walking; occasional driving.

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Withstanding temperature changes in the work environment.

Distinguishing people or objects at varied distances under a variety of light conditions.

Distinguishing sounds at various frequencies and volumes.

Tolerating exposure to outside/site elements such as heat, cold, water, mud, animal waste, dust, pollen and fumes.

New: 01/01/14

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 03/09/15

**REQUEST TO:** Land Conservation Subcommittee  
Planning, Development & Transportation Committee

**MEETING DATE:** 03/23/15

**REQUEST FROM:** Warren Kraft  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Change in Table of Organization for the Land and Water Conservation Department (Agronomist Technician)

**ISSUE/BACKGROUND INFORMATION:**

There is an opportunity for the Land and Water Conservation department to accept grant funding to participate in the *Targeting Outcome-Based Sediment Reduction in the Lower Fox Watershed* project.

**ACTION REQUESTED:**

Add a grant funded 1.00 FTE Agronomist Technician to the Land and Water Conservation table of organization to complete the work required in the grant.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No

a. If yes, what is the amount of the impact? \$55,091 (4/1/15 – 12/31/15) / \$73,454 annually

b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_

c. Is it currently budgeted? ☐ Yes ☒ No

1. If yes, in which account? \_\_\_\_\_

2. If no, how will the impact be funded?

Through a grant applied for by the Fox Wolf Watershed Alliance on behalf of Outagamie, Calumet and Brown counties for the five year project beginning in 2015.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

April 15, 2015

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTIONS AUTHORIZING THE ISSUANCE OF NOT TO EXCEED  
\$7,575,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS OF BROWN  
COUNTY, WISCONSIN IN ONE OR MORE SERIES AT ONE OR MORE TIMES

Initial Resolution Authorizing  
General Obligation Bonds  
In an Amount Not to Exceed  
\$5,320,000

BE IT RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$5,320,000 for the purpose of paying the costs of highway improvements and bridge repairs, including but not limited to CTH EB (CTH EB & Preservation Way); CTH R (CTH KB to US 141/29); CTH EB (CTH G to CTH AAA); CTH P (2,000' South CTH N to STH 54); CTH J (CTH U to CTH F); CTH EA (Willow Rd. to STH 29); CTH ZZ (Clay Street to Tetzlaff Rd.); CTH ZZ (Bridge over East River); CTH M (Bridge over Suamico River); and CTH U (Roundabout at CTH U & CTH DD); and paying professional fees and expenses in connection with the issuance of the bonds.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Initial Resolution Authorizing  
General Obligation Bonds  
In an Amount Not to Exceed  
\$2,255,000

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$2,255,000 for the purpose of paying the costs of communications upgrades consisting of integrated computer aided dispatch and 9-1-1 phone system and paying professional fees and expenses in connection with the issuance of the bonds.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such information systems infrastructure shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the bonds shall be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the bonds as may have been received and take action thereon.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the Finance Director (in consultation with the County's financial advisor) shall also cause Official Notices of Sale to be prepared and distributed and may prepare or cause to be prepared and distributed Preliminary Official Statements or other forms of offering circulars.

BE IT FURTHER RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that the County shall make expenditures as needed from its funds on hand to pay the costs of the above-approved projects until bond proceeds which may be issued in the maximum principal amount of \$7,575,000 become available. The County hereby officially declares its intent under Treasury Regulation Section 1.150-2 to reimburse said expenditures with proceeds of the bonds.

Adopted: April 15, 2015

Respectfully submitted,

BROWN COUNTY BOARD OF SUPERVISORS  
EXECUTIVE COMMITTEE  
ADMINISTRATION COMMITTEE  
PLANNING, DEVELOPMENT & TRANSPORTATION  
COMMITTEE  
PUBLIC SAFETY COMMITTEE

***Fiscal Note:*** This resolution does not require an appropriation from the general fund. \$118,675 was included in the 2015 Debt Service budget for the interest payment on these bonds.

APPROVED BY:

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Troy Streckenbach  
Brown County Executive

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Date Signed:

## BOND DEBT SERVICE

Brown County, WI (2015 CIP/Budget Estimate)  
G.O. Bonds, Series 2015  
DRAFT

Period Ending	Principal	Coupon	Interest	Debt Service
11/01/2015			118,675	118,675
11/01/2016	405,000	4.000%	303,000	708,000
11/01/2017	420,000	4.000%	286,800	706,800
11/01/2018	440,000	4.000%	270,000	710,000
11/01/2019	455,000	4.000%	252,400	707,400
11/01/2020	475,000	4.000%	234,200	709,200
11/01/2021	495,000	4.000%	215,200	710,200
11/01/2022	515,000	4.000%	195,400	710,400
11/01/2023	535,000	4.000%	174,800	709,800
11/01/2024	555,000	4.000%	153,400	708,400
11/01/2025	275,000	4.000%	131,200	406,200
11/01/2026	285,000	4.000%	120,200	405,200
11/01/2027	295,000	4.000%	108,800	403,800
11/01/2028	305,000	4.000%	97,000	402,000
11/01/2029	320,000	4.000%	84,800	404,800
11/01/2030	330,000	4.000%	72,000	402,000
11/01/2031	345,000	4.000%	58,800	403,800
11/01/2032	360,000	4.000%	45,000	405,000
11/01/2033	375,000	4.000%	30,600	405,600
11/01/2034	390,000	4.000%	15,600	405,600
	7,575,000		2,967,875	10,542,875

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** March 17, 2015  
**REQUEST TO:** Planning, Development & Transportation Committee  
**MEETING DATE:** March 23, 2014  
**REQUEST FROM:** Chad Weininger  
Director of Administration  
  
**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Initial Resolution Authorizing the Issuance of Bonds

**ISSUE/BACKGROUND INFORMATION:**

Attached is the 2015 bond resolution that requires the approval of the Committee and Board of Supervisors. The resolution includes all bonded capital projects approved by the County Board at its November 6, 2014 budget meeting. Please refer to pages 272 to 280 of the 2015 Adopted Budget Book for detailed descriptions of the 2015 bonded projects.

**The Planning, Development and Transportation projects are as follows:**

CTH EB (CTH EB& Preservation Way) - Roundabout	544,064
CTH R (CTH KB to US 141/29) - Recondition	2,942,529
CTH EB (CTH G to CTH AAA) - Recondition	510,124
CTH P (2,000' South CTH N to STH 54) - Recondition	886,786
CTH J (CTH U to CTH F) - Safety Improvements	12,024
Preliminary Costs:	
CTH EA (Willow Rd to STH 29) - Reconstruction	123,782
CTH ZZ (Clay Street to Tetzlaff Rd) - Reconstruction	152,541
CTH ZZ (Bridge over East River) - Bridge Replacement	12,850
CTH M (Bridge over Suamico River) - Bridge Replacement	13,267
CTH U (Round-about at CTH U & CTH DD)	122,033
Subtotal Highway	5,320,000

**The Public Safety project is as follows:**

Integrated Computer Aided Dispatch and 9-1-1 Phone System	2,255,000
Total Bonded Projects	7,575,000

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Included in the resolution is \$130,115 for the estimated cost of issuance of the bonds. The attached resolution includes language that will allow unspent Highway funds to be applied against other Board approved highway projects.

If the resolution is approved by the County Board, the Department of Administration will work with the County's Bond Counsel and Financial Advisor to issue the bonds. The following is a summary of the required steps:

1. PD&T, Administration, Public Safety Com approve the project resolution (Mar 23<sup>rd</sup>, Mar 26<sup>th</sup>, and April 1<sup>st</sup>)
2. Executive Committee approves project resolutions from committee (April 6, 2015)
3. Board of Supervisors approves project resolution from Executive Committee (April 15, 2015)
4. Debt offer is advertised
5. Bid is opened in the County Clerk's Office. (May 20, 2015)
6. Bid results are presented to Executive Committee. (May 20, 2015)
7. Debt is approved by the Board of Supervisors. (May 20, 2015)

**ACTION REQUESTED:**

The financing process requires two separate approvals. The first approval is for authorization of debt for the projects and the second is the approval of the debt issue. Please approve the attached resolution to authorize debt for the projects.

**FISCAL IMPACT:**

**NOTE:** *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact?     ☒ Yes     ☐ No
  - a. If yes, what is the amount of the impact?     Please see attached amortization schedule
  - b. If part of a bigger project, what is the total amount of the project?     \$\_\_\_\_\_
  - c. Is it currently budgeted?     ☒ Yes     ☐ No
    1. If yes, in which account?     Debt Service Fund
    2. If no, how will the impact be funded?     \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**